



Reserve Request

Copyright compliance is the responsibility of the faculty member. Be sure to check for any distribution restrictions that will make the item ineligible for reserve. Reynolds Library reserves the right to reject any materials that it deems violate Copyright Law.

Date _____

Name of Person Placing Reserve _____

Instructor's Name(s) _____

Department _____ Phone _____ Email Address _____

Course Number _____ Course Title _____

Withdraw at the end of: Fall Term Spring Term Summer Term One Year

Loan Period: 2hours/in library

Please bring form along with item(s) to the Library. Please note that any personal copies will be affixed with a barcode and security sticker. While the library will secure and maintain personal copies, we cannot accept responsibility for loss or damage to them. Please direct further inquiries to the appropriate campus Library.

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