

# LIBRARY RESERVE REQUEST

This form is used to request items to be placed on Library Reserve. This may include books, DVD's, article reprints, etc. Fill out the form with as much detail as possible and return to the Library Circulation Desk, or email to [wvanderweg@monroeccc.edu](mailto:wvanderweg@monroeccc.edu). Personal items may be placed on reserve, but the Library is not responsible for their damage or loss. Please allow 1 week for completion of the reserve materials.

DATE \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

COURSE NAME\_\_\_\_\_COURSE NUMBER\_\_\_\_\_

Semester \_\_\_\_\_

**ITEMS TO BE PLACED ON RESERVE:** (A list may be attached.)

How long should these items remain on reserve? \_\_\_\_\_

How should they circulate?                  2 Hour Room-Use                  2 Days

## 2 Hour Room-Use

## 2 Days

## 2 Weeks- Standard

Do you plan to use these items again in another semester? \_\_\_\_\_

Are these items your personal copies? Y \_\_\_ N \_\_\_, Item Pickup Date \_\_\_\_\_

## COPYRIGHT POLICY

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If reprints are to be used, please check one:

Duplication of these items falls within Fair Use Guidelines.

I have submitted a letter of permission to my Division Dean.

Signature\_\_\_\_\_

**Library Use Only:**

Placed on Reserve \_\_\_\_\_

**Withdrawn from Reserve \_\_\_\_\_**