

## Library Reserve Request Form

### Instructor Information

Name	
Email Address	
Department	
Phone Number	
Office Number (if applicable)	

### Course Information

Course Name	
Course Prefix & Number	
Course Campus Location	

### Reserve Information

Title	
Author	
Edition or Publication Date	
ISBN Number	
Journal Title (if applicable)	
Journal Issue/Volume (if applicable)	
Journal Publishing Date (if applicable)	

Beginning Date for Reserve (MM/DD/YYYY): \_\_\_\_\_

Ending Date for Reserve (MM/DD/YYYY): \_\_\_\_\_

Reactivate Reserve at a later time? \_\_\_\_\_

**Note: Photocopied material cannot be reactivated due to Fair Use limitations.**

Loan Period:  Library Use Only/3 Hours     3 Days

Type of Material:  Personal Copy     Department Copy     Library Copy

**NOTICE OF COPYRIGHT COMPLIANCE:** I hereby state that, to the best of my knowledge, any and all materials that I am placing on reserve are in compliance with the Fair Use provisions of U.S. copyright law. By signing this form, I state that I understand that CPCC Libraries has no culpability if the aforementioned materials are in violation of U.S. copyright law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ALLOW 2 BUSINESS DAYS FOR RESERVES PROCESSING**