CALVIN T. RYAN LIBRARY
Reserve Request Form

Instructor: ___________________________ Email: __________________ Phone: __________

Course Name: ___________________________ Course #: ______________________

Fall____ Spring____ Summer____ Year____ Request Date for Removal ____________

Title(Journal/Book/Article/DVD/VHS/Cassette/CD): ___________________________________

Call#/Citation/Personal Copy: _____________________________________________________

Author: ____________________________________________________________

Electronic Reserve Only ____ Paper Reserve Only____ Paper AND Electronic Reserve____

FOR OFFICE USE ONLY:
ERes Date Added_________ Initials_____ Date Removed_________ Initials_____
Paper Reserve Date Added_________ Password_________ Initials_____ Date Removed_________ Initials_____
Notes: ________________________________________________________________

Title (Journal/Book/Article/DVD/VHS/Cassette/CD): ___________________________________

Call#/Citation/Personal Copy: _____________________________________________________

Editor/Author: ______________________________________________________________

Electronic Reserve Only ____ Paper Reserve Only____ Paper AND Electronic Reserve____

FOR OFFICE USE ONLY:
ERes Date Added_________ Password_________ Initials_____ Date Removed_________ Initials_____
Paper Reserve Date Added_________ Initials_____ Date Removed_________ Initials_____
Notes: ________________________________________________________________

Title (Journal/Book/Article/DVD/VHS/Cassette/CD): ___________________________________

Call#/Citation/Personal Copy: _____________________________________________________

Editor/Author: ______________________________________________________________

Electronic Reserve Only ____ Paper Reserve Only____ Paper AND Electronic Reserve____

FOR OFFICE USE ONLY:
ERes Date Added_________ Password_________ Initials_____ Date Removed_________ Initials_____
Paper Reserve Date Added_________ Initials_____ Date Removed_________ Initials_____
Notes: ________________________________________________________________
• All photocopied items, personal books, and library books to be placed on Paper or Electronic Reserves must be listed on a Reserve Request form when you bring the items to the library circulation desk.

• **From the time your reserve material and completed form are brought to the Circulation Desk, we require one week for processing before you assign this material.**

• Items are placed on reserve for ONE SEMESTER. No materials will be placed on permanent reserve. You may indicate a date on the Reserve Request form for materials to be returned to you.

• The library is not responsible for damage or loss of personal material that is placed on reserve.

• It is your responsibility to retrieve any library materials that you wish to be placed on reserve.

• Reserve periods are:
  - 1 hr. – library only
  - 2 hr. – library only
  - 4 hr. – library only
  - 1 day – no grace period
  - 2 day-no grace period
  - 3 day – no grace period
  - 4 day – no grace period
  - 7 day – no grace period

• If you have any questions please contact the Circulation Desk at 865-8145.

---

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy of reproductions. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse materials to place on reserve if, in its judgment, fulfillment of the order would involve violation of copyright law.