

Barber Library Course Reserves Form – Academic Year 2019-20

Instructor's Name : _____ Date Submitted: _____

Email Address: _____ Phone: _____

Course Number: _____ Course Title: _____

Select Term(s)

Fall	Winter	Spring	Summer	End Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>

Checkout Time

3 Hours	24 Hours	48 Hours	1 Week
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal or Dept Copy

<input type="checkbox"/>	In Library Collection	On Course Reserves	<input type="checkbox"/>
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Print or AV Reserve	Date Available for Checkout	Author(s)	Title (on your syllabus)	ISBN#

- ⇒ The Library accepts loose leaf copies when the pages are reinforced with page protectors.
- ⇒ **Please allow up to 1 week for reserve materials to be processed.**
- ⇒ The library affixes a removable label, barcode, & security strip to copies of materials submitted.
- ⇒ The library is not responsible for replacing damaged, stolen, or lost personal or department copies of items placed on reserve.
- ⇒ **All items will be pulled at the end of the period** specified on the front of this form unless the instructor specifies otherwise. Personal and departmentally-owned materials will be returned via campus mail.

Copyright Compliance

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I agree to all the above terms and conditions: Signature: _____ **Date** _____

Completed by: _____ Date _____