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

Checkout Time  
- 3 Hours  
- 24 Hours  
- 48 Hours  
- 1 Week

Personal or Dept Copy  
- In Library Collection  
- On Course Reserves

Print or AV Reserve  
<table>
<thead>
<tr>
<th>Date Available for Checkout</th>
<th>Author(s)</th>
<th>Title (on your syllabus)</th>
<th>ISBN#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⇒ 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 departmentally-owned materials 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

All copyrighted material submitted to the Library for print reserves must fall within Fair Use guidelines. Instructors are responsible for determining whether their material meets the criteria for fair use. Course Reserves staff are available to assist instructors with interpretation of the fair use guidelines. In general, Barber Library allows the use of COCC Library Reserves for print books or AV materials owned by the Barber Library or the instructor. If instructors are using examples of student-created works, written permission from the student is required.

I agree to all the above terms and conditions: Signature: _________________________ Date _____________________

Completed by: ______________________________ Date ______________________________