

RESERVE REQUEST FORM

To request that library or personal materials are placed on Reserve at the Circulation Desk, please provide the required information below. Your request will be processed in the order in which it is received but may be delayed if information is incomplete. Due to the volume of requests, especially at the beginning of each semester, faculty are urged to place their requests for reserve materials at least one week prior to the date they are needed. For assistance please contact the Circulation Desk at (386) 481-2186.

Today's Date: _____ Campus Telephone: _____

Name: _____ E-mail Address: _____

Campus Address: _____ Academic Division: _____

Item(s) to be placed on Reserve

| Title | Author(s) | Edition/Year | Place/Publisher |
|-------------|-------------|--------------|-----------------|
| | | | |
| Call Number | Course Code | Course Name | |
| | | | |

| Title | Author(s) | Edition/Year | Place/Publisher |
|-------------|-------------|--------------|-----------------|
| | | | |
| Call Number | Course Code | Course Name | |
| | | | |

| Title | Author(s) | Edition/Year | Place/Publisher |
|-------------|-------------|--------------|-----------------|
| | | | |
| Call Number | Course Code | Course Name | |
| | | | |

POLICY: Items are placed on reserve at the request of faculty to ensure that assigned and recommended readings are readily available to all students. For that reason, patrons are limited to using one reserve item within the library for a period of one hour. *All reserve items must be removed at the end of each Spring Semester, even if the items will be used the following term.

NOTICE: The copyright law of the United States (title 17. US Code) governs the making of photocopies of other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy of other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than scholarship or research. If a user makes a request for, or 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 to accept a copying if, in its judgment, fulfillment of the order would involve violation of the copyright law.