



Reserve Request Form

Bowman Library

LIBRARY USE ONLY:

Date Received: _____

Received By: _____

Processed By: _____

Date Available: _____

Date Removed: _____

Faculty Name: _____

Phone: _____ E-mail: _____

Course Name and Number: _____

Reserve Policy:

- All personal copies will be barcoded and labelled. Personal copies are lent at the owner's own risk.
- All materials will be removed and returned at the end of each semester.
- A new request form must be filled out and signed every time an item is requested to be put on reserve.
- **All photocopies must comply with U.S. Copyright Laws.** Photocopies must have a **complete bibliographic citation** attached to the article. Photocopies will be placed in a folder by library staff.
- Items from other libraries will **not** be placed on reserve.

Personal Copy ? (Y or N)	Medium (Book/Periodical/ Video/DVD/Other)	Bibliographic Citation (Title/Author/Publisher/Date/Edition Call Number if owned by Library)	2-Hour Reserve (Select)	Overnight Reserve (One)

† Please allow up to 5 working days for Reserve processing.

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I understand that only I may sign this waiver and that I am responsible for compliance with the Copyright Law of the United States (Title 17 U.S.C.) and any infringement that results from noncompliance, in the matter of any materials placed on reserve.

Signature: _____

Date: _____