

Date: _____

Ross Library

LIBRARY RESERVE FORM

Cottey College

ITEM TO BE PLACED ON RESERVE.....

Book/Video/Recording

Author: _____

Title: _____

Library Call # (e.g. PR 2987 .S75 2012) _____

Required for Library Copies Only

Periodical

Periodical Title _____

Date _____ Vol. _____ Issue _____ Pages _____

Article Assigned _____

Type of Item:

Library copy

Photocopy - According to copyright guidelines, a photocopy may be on reserve for one term only.

Personal copy - May we place an adhesive label on the spine of your book, video or other item? This is how we keep track of your item.

Yes No

CONDITIONS OF RESERVE USE.....

Date Placed On Reserve _____ **Date To Be Removed from Reserve** _____

Building Restriction:

- Use in the Library.
- Overnight - May leave the Library 1 hour before closing; due next day 1 hour after opening. Otherwise, use in the Library.
- May leave the library for time specified. (See Time Restriction.)
Videos normally are allowed to leave the library for 3 hours to allow students flexibility in finding a VCR available. Also, there is a copyright consideration: group viewing is not allowed in a public place (the Library), but it is allowed in a home (a residence hall).

Time Restriction:

- 1 Hour 1 Day
- 2 Hours 3 Days
- 3 Hours 1 Week

FACULTY MEMBER'S ACKNOWLEDGEMENT OF FAIR USE.....

I understand that systematic reproduction of copyrighted material is a violation of copyright law. My students are assigned to study this material. Photocopying/duplication is not required for the assignment.

Pco g""'aaaaaaa _____ Telephone _____

Course Name _____ Course Number _____

Item Barcode: _____ Location: Shelf File Drawer

Personal Copy Notes:

Date Item Taken off Reserve: _____ Date Owner Notified: _____ Date Item Returned to Owner: _____

Staff Initials: _____ Staff Initials: _____ Owner Signature: _____