

Course Reserves Request Form

Catawba College Library

Professor _____ Date _____

Course Title _____ Course Number _____

Loan Period (Check One)

2-Hours (In-Library Use Only)

24-Hours

3-Days

7-Days

14-Days

Personal Items

1. Personal items **will be barcoded and labeled** for check-out and cataloging purposes. *The library is not responsible for damage, theft, or wear on personal items.*

Photocopies

- 1) Are citations (including author, title of article, title of journal, copyright date) listed on the first page of the photocopied material? _____
(We cannot accept photocopies of copyrighted material without complete citations on first page.)

My signature below certifies that the copy/copies I am placing on Reserve are in compliance with U.S. Copyright Law.

- a. The copy/copies that I am placing on Reserve made the "fair use" guidelines of brevity, spontaneity, and cumulative effect and other guidelines that apply to classroom copying.
- OR THAT
- b. I have received permission to copy from the copyright owner.

Signature

Date

Processing

Please allow 24 hours for processing of Reserves.

Item Removal

Please retrieve all Reserve items at the end of the semester. At that time, all items will be taken off of Reserve unless you have noted otherwise.

Please sign to acknowledge that you have read and agree to the terms outlined in this form. Again, please note that we are not liable for damages incurred to personal items while on Reserve.

Faculty Signature

Date

Library Staff Signature