LIBRARY RESERVE REQUEST

This form is used to request items to be placed on Library Reserve. This may include books,

DVD's, article reprints, etc. Fill out the form with as much detail as possible and return to the Library Circulation Desk, or email to wvanderweg@monroeccc.edu. Personal items may be placed on reserve, but the Library is not responsible for their damage or loss. Please allow 1 week for completion of the reserve materials. DATE _____ INSTRUCTOR _____ COURSE NAME_____COURSE NUMBER____ Semester ITEMS TO BE PLACED ON RESERVE: (A list may be attached.) How long should these items remain on reserve? _____ How should they circulate? 2 Hour Room-Use 2 Days 2 Weeks- Standard Do you plan to use these items again in another semester? _____ Are these items your personal copies? Y __ N __, Item Pickup Date _____ **COPYRIGHT POLICY** It is the policy of the Learning Resources Center to abide by the provisions of the U.S. Copyright Act of 1976 (Title 17, United States Code) and the policy of Monroe County Community College (6.43) which prohibits copying which does not meet Fair Use Guidelines, license agreements, or proprietor's permission. If reprints are to be used, please check one: Duplication of these items falls within Fair Use Guidelines. I have submitted a letter of permission to my Division Dean. Signature_____ Library Use Only: Placed on Reserve ____ Withdrawn from Reserve ___