



Brookens Library Reserve Request List

Semester _____ Year _____

Fill out this form completely and return to the circulation desk at least two (2) weeks prior to the date the material is needed for use.

INSTRUCTOR INFORMATION:

Instructor: _____

Office #: _____ Phone #: _____

E-Mail Address: _____

COURSE INFORMATION:

Course Title: _____

Course #: _____ Is this an online course: _____ Blackboard ___ Moodle ___ Other: _____

If this course is cross listed, list additional course numbers: _____

Date to be taken off reserve ____/____/____

RESERVE INFORMATION: Note: if using electronic reserves you must have an online course created: see website www.oteluis.ed

Reserve Type: Electronic [] Paper []

COPYRIGHT INFORMATION:

Copy of title page and copyright date information for each item must be included. Exceptions are made only for documents in public domain, or instructor is copyright holder.

Special Instructions:

Table with 2 columns: Office Use Only, and tracking checkboxes for E-res button created, E-res deleted, List deleted, Bib deleted, and Off Res.

COPYRIGHT LIABILITY CLAUSE (Must be signed before form can be processed)

I accept full responsibility for all copies that I am providing to be placed on reserve for the course listed above. These copies have been done in compliance with Copyright Law (17 USC, Section 107).

Signature of Instructor _____ Date _____

Library Staff Signature: _____ Date: _____