

FRCC Library Reserve Request Form

Please type or print

Please Note: "Indefinite" Reserves are not allowed.

If no removal date is given, all reserve items will be returned to the instructor at the end of the 2nd academic year, to comply with Reserve Collection Policy.

Only 2 copies of an item (same edition or volume) are allowed on Reserve at one time.

Date of Request: _____ Email: _____
 Instructor: _____ Phone: _____
 Course name and #: _____ Dept: _____
 Terms: Fall Spring Summer Year: _____

Loan Period	In-Library use only?	When should your material be removed from reserve?
2 hours	YES	End of Fall Semester
24 hours	NO	End of Spring Semester
3 days		End of current academic year

Types of material:

- Library book (Call #)
- Personal copy of book (PC)
- Photocopied material (X) *Photocopied material may not be placed on reserve without your signature at bottom of page.

Author	Title	Call #, PC, or X	(FOR LIBRARY USE only – Item Barcode)
			33020
			33020
			33020
			33020
			33020

You are responsible for:

- 1.) Being aware of applicable provisions of the copyright law,
- 2.) Securing copyright clearance if necessary, and
- 3.) Having materials copied.

SIGNING THE COPYRIGHT COMPLIANCE STATEMENT BELOW IS REQUIRED BEFORE ANY COPIED MATERIALS CAN BE PLACED ON RESERVE.

The materials listed may be protected by Copyright Law (Public Law 94-553-, Title 17 U.S. Code). To the best of my knowledge, the copied materials above meet with the provisions of the copyright law.

Signature: _____ Date: _____

LIBRARY USE ONLY	
Date Completed: _____	Date stats letter sent: _____
Completed by: _____	Date Removed from reserve: _____