

RESERVE REQUEST *(PLEASE PRINT)*

COURSE NUMBER _____ DATE _____

COURSE NAME _____

QUARTER _____

REQUESTOR'S NAME _____ PHONE _____

DEPARTMENT _____ EMAIL _____

TEAM TEACHERS _____
(IF APPLICABLE) _____

**PLEASE INDICATE THE DEWEY
CALL #, OR IF IT IS A PERSONAL
OR DEPARTMENTAL ITEM**

TITLE

**SHOULD THE ITEM
CIRCULATE
OVERNIGHT?
(PLEASE INDICATE
YES OR NO)**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REMARKS _____

COPYRIGHT INFORMATION: The ERC will keep on reserve five (5) copies of any reproduced printed material for which no copyright permission has been obtained for a maximum of one quarter. If the same material is needed on reserve for more than one quarter, the instructor must obtain copyright permission to duplicate the material, or A5 purchase reprints. A copy of the permission letter must accompany the Reserve Request form. Copies of non-print materials will be accepted for reserve only when accompanied by copyright permission.

The ERC reserve collection is an OPEN reserve and setup on a self-serve basis. Monitoring of the reserve collection is done on a limited basis. Non-ERC materials, such as departmental or personal copies or items are accepted for reserve, however the ERC cannot be responsible for loss or damage to these items due to user neglect. Reference materials are for library use only and will not be placed on reserve.