



RESERVES REQUEST FORM

FOR SHADY GROVE LIBRARY/MEDIA CENTER

Course Name & Number: _____

Class Day(s)/Room #: _____

USM University: _____

Number of Students in Class: _____

Received By (Initials of Library Staff Member): _____

Instructor Name: _____

Contact numbers: (W) _____ (H) _____

(Email) _____

Semester: _____

Loan Period: 2 HRS Other _____

List items for reserve with full citation. Reserves cannot be processed without a full citation. Each title of a journal article must be listed individually. Use the back or attach a list if necessary.

1.

2.

3.

Reserve Policies:

1. In accordance with Title 17, U. S. Code, U. S. Copyright Law, **photocopied, copyrighted items can be placed on reserve without copyright permission ONLY if they are being used in non-consecutive semesters** (e.g., every Fall or Spring semester, but not both). Continuous use requires copyright permission.
2. Photocopied materials **must** include a photocopy of the relevant copyright information (e.g., Library Journal © 1997 by Reed Elsevier, Inc.).
3. The Library will take all precautions necessary to keep reserve materials secure and in good condition. However, the Library cannot be held liable for stolen or damaged reserve items.
4. Requests are processed in the order in which they are received, with priority given to materials for the current semester.
5. Faculty-submitted reserve materials must be retrieved no later than two weeks after the end of the semester. Items left beyond the two weeks will be discarded.

Signature of Instructor: _____ **Date** _____