

Wayne State College – U.S. Conn Library
Reserve Materials Form

Instructor's Name: _____ Date: _____
Course Title: _____ Extension: _____

- We cannot guarantee materials will be available in less than three business days.
- We assume the person placing the material on reserve has complied with the copyright law (Title 17, U.S. Code).
- All materials will be taken off reserve at the end of the term unless otherwise indicated.
- Reserve materials are filed by the instructor's last name.
- Please list the title as you will list materials on your syllabus so your students will know what they need.
- Please feel free to copy this form as needed.

TYPES OF CHECK-OUT PERIODS AVAILABLE:

Please choose 1 option for each reserve item listed.

We cannot guarantee that your personal items will not leave the library.

A=1 hour B=2 hours C=1 day D=3 days E=1 week F=2 weeks.

MATERIALS TO BE PLACED ON RESERVE:

(Please list titles as they will appear on your syllabus.)

Books / DVDs or Videos

Title _____
Author _____
Type of Reserve _____ Date to take off reserve _____

Title _____
Author _____
Type of Reserve _____ Date to take off reserve _____

Photocopies of Journal Articles or Book Chapters

Article Title: _____ Faculty Owns _____
Author _____ Library Owns _____
Journal or Book Title _____ CCW permission _____
Volume: _____ Date: _____ Page(s): _____
Type of Reserve _____ Date to take off reserve _____

Article Title: _____ Faculty Owns _____
Author _____ Library Owns _____
Journal or Book Title _____ CCW permission _____
Volume: _____ Date: _____ Page(s): _____
Type of Reserve _____ Date to take off reserve _____

Article Title: _____ Faculty Owns _____
Author _____ Library Owns _____
Journal or Book Title _____ CCW permission _____
Volume: _____ Date: _____ Page(s): _____
Type of Reserve _____ Date to take off reserve _____

Under copyright law, all articles placed on reserve must be legal copies. I agree that the copies above comply with the copyright laws, and ask materials to be placed in the Wayne State College Conn Library's Reserve Collection .

Signature: _____