Collins-Callaway Library
Reserve Request Form

Today's Date:

Instructor:

Course: Semester:

Number of students:

Loan Period: __ inhouse use only __ other (specify)_____

Are copies of material in compliance with copyright law? __ yes __ no

Possible infringement of copyright law may include:
Using more than one chapter from a book
Using more than one article from a single issue of a journal.
Using more than one copy per 15 students.
Using an article for more than one term. The first use is considered in fair use. For subsequent semesters, permission from the copyright owner must be obtained.

At the end of the semester library materials will be reshelved and personal materials will be returned to instructor, unless a new reserve form has been received prior to the end of the semester.

Author	Title	Personal or Library copy?	Call Number	Notes or Comments