

# CONN LIBRARY RESERVE MATERIALS FORM



**WAYNE**  
STATE COLLEGE  
U.S. CONN LIBRARY

Instructor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number (e.g. BIO 110): \_\_\_\_\_ Ph. Ext.: \_\_\_\_\_

- 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: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_