

Hewes Library Reserve Form

Professor's Name:	Date:
Course Name & Number:	

***Please allow 48 hours before telling students that reserve items are available.

Call # or photocopy or personal	Title as it appears on your syllabus	# of copies

We would like to put your personal books under the protection of our security system. To do so requires that we add a security strip that will not mar or damage your book.

Do we have your permission to do this? Yes () No ()

Reserve materials must be used in the library. Our loans are for 2 hours. The only exception is that books may be taken out overnight. If you require an alternate loan period, please speak to the Circulation Manager.

SIGNATURE BELOW INDICATES THAT I HAVE READ THE HEWES LIBRARY RESERVE COPYRIGHT POLICY AND CERTIFIES THAT:

- (1) The copy/copies I am placing on reserve meets the tests of brevity, spontaneity, and cumulative effect and other fair use provisions as defined by Copyright Law (17 USC)
- OR THAT**
- (2) I have obtained permission from the copyright owner to copy this item and I will keep this permission on file.

Signature _____ Date: _____

Library Use Only:
 Date item received: _____ by: _____ Date item processed: _____