

# Library Reserve Request Form

Date of request \_\_\_\_\_

- Please fill form out completely and clearly.
- The Circulation Staff reserves the right not to put items on reserve if this form is not filled out completely or materials do not adhere to copyright.

Faculty Last and First Name (required) \_\_\_\_\_

Reserves Dept. Use Only		
Aleph		
Access		
Shelf		

Course Number (required) \_\_\_\_\_ UIndy Email Address \_\_\_\_\_

**Semesters to be kept on Reserve (check all that apply):**

Semester I       Semester II       Spring Term       Summer I       Summer II

**Reserve Loan Period (check one)**

2 Hour Loan       24-hour Loan       3 Day Loan       5 Day Loan       7 Day Loan

**Titles of Reserve Materials**

- Extra titles may be placed on the back of this sheet.
- To save time and eliminate confusion, please use the title that is on the students' syllabus or the title that you have given the students in class.

Reserve Title	Item # (assigned by library)	Barcode (assigned by library) 39323010 ... ..	Date picked up by professor / or returned to Circulation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Please Read Carefully - Warning Concerning Copyright Restrictions**

The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if it is judged that fulfillment of the order would involve violation of copyright law.

### Additional Titles of Reserve Materials for this Course

- To save time and eliminate confusion, please use the title that is on the students' syllabus or the title that you have given the students in class.

Reserve Title	Item # (assigned by library)	Barcode (assigned by library) 39323010 ... ..	Date picked up by professor / or returned to Circulation
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			