Reserve Request Form

Instructor: ______________________________  Today’s Date: ____________

Ext.#: ______  Barcode: ________________  Enrollment: _____________

Duration of Reserve:
Fall: yes__  no__  Course ID: __________
Winter: yes__  no__
Spring: yes__  no__

Duration of Loan:  2 hours__  4 hours__  1day__

*Other loan periods available on request.*

Please consider 2 or 4 hour reserve durations to maximize availability for students.

In-house use only: yes__  no__

For personal copies, is permission granted to bar code material?  yes__  no__

Please note that all resources, including personal copies, put on Reserve are under the stewardship of NEOS until they are removed from Reserve. Therefore NEOS fine structures apply, and we cannot waive fines for any late fees incurred.  __________________________

Please initial

I have determined that any photocopied material submitted for Reserve complies with ACCESS COPYRIGHT requirements:

______________________________________________________________

Signature

If you have any questions pertaining to copyright, please contact Dave Ticheler (ext.2938).