RESERVES REQUEST FORM - Harmony Library

- Allow at least 48 hours for processing before the item will be available for checkout. Items will not be processed on weekends.
- Faculty, whose material is overdue, will be called with the names of seriously overdue students
- Fines are charged for overdue reserve room materials. $1.00 a day or $0.25 an hour up to a $10.00 maximum

Course Number (XXX 123) ____________ Course Name________________________

Lead Instructor's last name, first name____________________________________
Instructor's last name, first name________________________________________
Instructor's last name, first name________________________________________
Instructor's last name, first name________________________________________
Instructor's extension or phone number________ Email ______________________

Item Title

Checkout Time Period

(All 2 hour check-out items are for in-library use only)

2 hours 1 day 2 days 1 week 3 weeks PRICE PC or FRCC/Annie

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**** If no item price is indicated, the default price of $200.00 will be used. ****

Please Note: “indefinite” Reserves are not allowed.

You are responsible for:
1. Being aware of applicable provisions of the copyright law
2. Securing copyright clearance if necessary, and
3. having materials copied

If any of these items is a photocopy or reproduction of any copyrighted material, please read and sign the following:

“In copying or reproducing this material, I have complied with all applicable, current U.S. Copyright law.”

Signature____________________________________________ Date_____________________

The Library cannot accept any copied or reproduced materials without this signed statement. Copied or reproduced materials may be placed on Reserves for only one semester unless written permission from the copyright holder is provided that specifically allows for multiple-semester use.