

RESERVES REQUEST FORM - Harmony Library

Date _____

- 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 extension or phone number _____ Email _____

Item Title

Checkout Time Period

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

Personal copy or FRCC's copy

	2 hours	1 day	2 days	1 week	3 weeks	PRICE	PC or	FRCC/Annie
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

**** 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.