

## Wellehan Library Physical Reserve Form

Please allow five business days for materials to be processed and ready for student use.

Date: \_\_\_\_\_

Semester:     Fall                     Spring

Faculty Member: \_\_\_\_\_

Course: \_\_\_\_\_

Personal Copy\*                     Library Copy

\*While efforts will be made to safeguard materials, the Library is not responsible for any damage to or theft of personal items placed on reserve. Personal items will be returned to faculty at the end of the semester.

Item Type:

Book

Equipment

Audio CD

DVD

Manuscript (Student work) – **Must be accompanied by a signed release form.**

CD-ROM

Videocassette

Folder (Tests, lecture notes, copies of articles/chapters, etc.)

Circulation:

Must be used in the library

May be checked out for \_\_\_\_\_ day(s)                    \_\_\_\_\_ week(s)

### Copyright Compliance Statement

I certify that I am in compliance with Wellehan Library's course reserves policy and guidelines and copyright law concerning placement of copyrighted materials on reserve.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_