**Cullom-Davis Library**

**Request Form to Place Items on Reserve**

Instructor’s Name:

Date:

|  |  |
| --- | --- |
| What Course is this for?:  | Term: Year:  |
| What do you want us to put on Reserve? | What kind of Reserve?(Check mark or type ‘Yes’) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | . | Library Only 4 hrs. |  | 1day |  |
| Title: |  |  |  |  |  |
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Reserve materials will be returned to the Library collection or to the Instructor at the end of the semester unless we are requested to keep them on Reserve longer. In that case the Instructor will be sent a list of his/her materials and asked to reaffirm they are to continue being held on Reserve.

This may be emailed toemfranklin@bradley.edu or brought into the library.

If submitting photocopied material, please read and sign the statement of compliance below



COPYRIGHT NOTICE

The library is required to ensure that all materials held on reserve are in compliance with current copyright law. This law requires that no photocopied material may be placed on reserve without written permission from the copyright holder.\*

STATEMENT

I affirm that the material mentioned herein is in compliance with current copyright law as contained in Title 17 of the U.S. Code.

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

\* Exceptions may be made if fair use guidelines are met.