

## Library Reserve Request Form

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_ Term: Fall\_\_ Spring\_\_ Summer\_\_

Instructor Name: \_\_\_\_\_ Instructor ID Number: \_\_\_\_\_

Instructor Ext. \_\_\_\_\_ Instructor E-mail: \_\_\_\_\_

1. Complete this form.
2. Allow up to 5 days for materials to be fully processed.

### WARNING CONCERNING COPYRIGHT RESTRICTIONS

*The copyright law of the United States (Title 17, United States Code) governs the making of photocopies of other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.*

#### A. Article/Photocopies (up to 3 copies per course)

Article Title/Author	Check-out time: 1hr., 2 hr., 1 day, 3 days, 7 days	Place on Print Reserve (✓)	Place on E-Reserve (✓)

#### B. Books, Videos and other library materials owned by Northeastern State University

Title/Author	Call Number	Check-out time: 1 hr., 2 hr., 1 day, 3 days, 7 day

#### C. Personal copies of materials owned by the instructor (Library does not assume responsibility for these .)

Title/Author	Check-out time: 1 hr., 2 hr., 1 day, 3 day, 7day

Received by: \_\_\_\_\_ Date: \_\_\_\_\_