



# FACULTY RESERVE REQUEST FORM

This form is only for printed material items to be held at the circulation desk. If you have any questions on printed material reserves, please contact Cass Capen-Housley at 964-0588. If you have any multimedia items please submit the following online form:

<http://musiclab.atu.edu/FacultyReserveRequests.htm>

Reserves will be processed as a priority, but please allow at least 48 hours - excluding weekends - as the *Faculty Handbook* states.

Date of Submission: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Department: \_\_\_\_\_

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## Course Information

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

Course Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Removal: **\*All personal items will be mailed back via campus mail.**

\_\_\_\_\_ Remove at the end of the semester

\_\_\_\_\_ Remove on the date specified: \_\_\_\_\_

I, \_\_\_\_\_ understand that the ATU Library will not be held responsible for lost or damaged materials that are my personal property.

**PLEASE FILL OUT THE INFORMATION ON THE REVERSE SIDE OF THIS PAGE**

## Item Information

### Library Materials

Please provide the author and title of each item you want to reserve. For personal copies, please mark an "X" in the appropriate column. Please indicate one loan period for each item.

- Available loan periods are:
- A. Two hour in-library use only
  - B. Two hour outside library use
  - C. 24 hour reserve
  - D. Three day reserve
  - E. One week reserve

Personal Copy (Mark "X" if yes)	# of Copies	Author (if applicable)	Title (this should be what you tell your student to ask us for)	Loan Period

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### **STATEMENT OF COPYRIGHT COMPLIANCE**

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