FULTON LIBRARY RESERVE REQUEST FORM
*ENTIRE FORM MUST BE COMPLETED IN ORDER FOR REQUEST TO BE PROCESSED*

Circle One: Electronic Reserve  Textbook Reserve  Media Reserve

I. Instructor Information

Name (last, first): _____________________________________________ Date: _______________________

UDID#: _______________  Department: __________________________  Office #: _______________  Mail Stop#: __________________

Phone: __________________  E-mail: __________________________________________________

Are you (circle one):  Faculty  Adjunct Faculty  Staff

II. Item Information

Class Name and Course Number: ____________________________

Type of Material (check one):  ☐ Articles  ☐ Chapters  ☐ Exams  ☐ Notes  ☐ Syllabi  ☐ Books  
☐ Videos  ☐ DVD  ☐ Other

Owner (circle one):  Library Copy  Personal Copy

III. Checkout Information

Type of Checkout (circle one):  
☐ 2 Hour Can Leave Library  ☐ 2 Hour DOES NOT LEAVE Library
☐ 24 48 Hour Can Leave Library  ☐ 4 Hour DOES NOT LEAVE Library

Other (please specify) ____________________________________________

Withdrawal Procedures

☐ End of Spring Semester 2017

Upon withdrawal please:
☐ Return my removed items to me.  Office Number/Contact Info ________________________________
☐ Donate removed items to Fulton Library.

☐ End of Fall Semester 2017

Upon withdrawal please:
☐ Return my removed items to me.  Office Number/Contact Info ________________________________
☐ Donate removed items to Fulton Library.

☐ End of Summer Semester 2017

Upon withdrawal please:
☐ Return my removed items to me.  Office Number/Contact Info ________________________________
☐ Donate removed items to Fulton Library.

**Please contact Print Reserves, x6845, regarding placing items on Textbook Reserve for longer than one year.**

Under “Fair use” guidelines, copies of published items can be placed on Reserve for one semester only (this rule does not apply to original items – e.g. Books, whole Journals, exams). If you wish the copy to be placed on Reserve after the first semester, we can pursue copyright clearance.

I certify that:
1. This request in no way violates copyright law.
2. I have read the Library’s document “Photocopies, Copyright Law and Library Reserve.”
3. I’m currently seeking copyright permission, if needed.

___________________________________________________  __________________
Instructor Signature     Date