

RCC Library Reserve Form

Course # _____ Course Title _____ Semester _____

Instructor _____ Ext. _____ E-mail _____

- *Submit form at least three days prior to the beginning of each semester to ensure availability of materials. All materials will be reserved for Library Use Only unless requested otherwise*
- *Instructors placing materials on Reserve need to have a current Library account.*
- *Photocopied materials must comply with United States Copyright Law (Title 17, U.S. Code). Your name or signature below assures that this material falls under the fair use guidelines or that you have obtained appropriate permissions for copying.*
- *Instructor owned materials not picked up within 3 months after end of reserve period will automatically become Library property.*

		Format	Owner
# of Copies	Materials: <i>Books (title, primary author, edition, date)</i> <i>Photocopies, CDs, etc.</i>	A = Audiovisual B = Book C = Photocopy O = Other (please describe)	D = Department L = Library I = Instructor O = Other (please describe)

Instructor's Signature _____ **Date** _____

Library Use Only:

Removed from Reserve Module _____

Instructor Contacted _____

Returned to _____

Notes _____
