

Lawrence W. Tyree Library

Library Course Reserve Form

Please complete the following form, sign, and submit to the Circulation Desk at the Lawrence W. Tyree Library.

Instructor Name:

Department:

Campus Address:

Phone Number:

Material Belongs to:

Library

Department

Instructor

Course Number:

Course Name:

Item Title(s):

Return/Remove Date:*

*Photocopies may be put on reserve for a maximum period of 1 semester. All other materials may be put on reserve for a maximum period of 2 years. If no return/remove date is designated, materials will be returned or placed back in the circulating collection at the conclusion of the term in which they were initially placed on reserve.

The Tyree Library, as custodian for above materials reserves the right to charge fees for items lost or damaged while in its custody. The library may also mark items in a way consistent with similar library materials.

The instructor, staff, or department placing materials on reserve is responsible for ensuring copyright compliance.

For materials not intended for sale (such as desk, complimentary, review, and rental copies), I acknowledge that ownership was transferred to me and that I have no signed agreement or a license with a publisher that prevents me from loaning the material to the library.

Signature: _____

Date: