

## 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:**

**Loan Period:**

Room Use Only

1 Day Loan (Overnight)

1 Week Loan

**If another copy of this item is on reserve, would you like us to scan your copy for online access? (Your copy would not be available for physical check out.)**

yes

no

**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 there were initially placed on reserve.

The SF Lawrence W. 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 and secure-strip items in a way consistent with similar library materials.

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

**Signature:** \_\_\_\_\_

**Date:**