



Library Course Reserves

** Please fill in all applicable information completely to assure timely processing of reserves**

Date: ___/___/____
*Name: _____
Phone: _____
*Email: _____@appstate.edu
Department: _____
*Course ID & # _____
Term: _____
Removal Date: ___/___/____

Please read through for Electronic Copies

1. All photocopies made prior to submission must include the original copyright statement
2. Only one chapter or a maximum of 10% of a book may be requested for copyright reasons.

Please read through for Movies & Books

1. Personal copies of books & videos as well as books owned by ASU Library may be placed on reserve.
2. Library movies are limited to a maximum of two weeks on reserve. Personal copies have no reserve time limit.

Comments: _____

Check one:

- I have submitted the following material (with copyright page if applicable), ready to process
 I wish to have the library obtain the material to place on reserve
 I have created the material, there is no copyright

Reserve format (circle): **Book** **Movie** **Electronic**

Ownership (circle): **Personal copy** **ASU owned**

Loan period (circle): **2 hour** **24 hour** **3 day** **7 day**

Title: _____ Author: _____

Article/Chapter Title _____

Call # _____ Edition: _____ Publisher: _____

Publication Date: _____ Volume: _____ Issue: _____ Pages: _____

Reserve format (circle): **Book** **Movie** **Electronic**

Ownership (circle): **Personal copy** **ASU owned**

Loan period (circle): **2 hour** **24 hour** **3 day** **7 day**

Title: _____ Author: _____

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