

# Hewes Library Reserve Form

<b>Professor's Name:</b>	<b>Date:</b>
<b>Course Name &amp; Number:</b>	

\*\*\*Please allow 48 hours before telling students that reserve items are available.

Call # or photocopy or personal	Title as it appears on your syllabus	# of copies

We would like to put your personal books under the protection of our security system. To do so requires that we add a security strip that will not mar or damage your book.

Do we have your permission to do this? Yes (  ) No (  )

Reserve materials must be used in the library. Our loans are for 2 hours. The only exception is that books may be taken out overnight. If you require an alternate loan period, please speak to the Circulation Manager.

**SIGNATURE BELOW INDICATES THAT I HAVE READ THE HEWES LIBRARY RESERVE COPYRIGHT POLICY AND CERTIFIES THAT:**

(1) The copy/copies I am placing on reserve meets the tests of brevity, spontaneity, and cumulative effect and other fair use provisions as defined by Copyright Law (17 USC)

**OR THAT**

(2) I have obtained permission from the copyright owner to copy this item and I will keep this permission on file.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Library Use Only:**  
 Date item received: \_\_\_\_\_ by: \_\_\_\_\_ Date item processed: \_\_\_\_\_