

Danforth Library Reserve Material Form

Please include this form with your reserve materials. One form for each reserve item please.

Date: Instructor name:
Phone: Email:

Reserve Material Information

Course name/Number:

Title of item:

Item Format (Circle) Article Book CD DVD Other

If "Other" describe:

Ownership (Circle) Personal Copy NEC Other

If "Other" specify ownership:

How does this assignment appear on your syllabus?

Conditions of Use All items are **LIBRARY USE ONLY**, unless you specify in OTHER below.

Other conditions of use:

Is there anything else about this reserve item that we should know?

Is this material in compliance with copyright law? (Circle) Yes No Don't know

-----**This Area is for Library Staff Use**-----

Reserve request taken by: _____

Taken off reserve by: _____ Date: _____