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: ____________________