RESERVES REQUEST FORM

Coppin State University
Parlett L. Moore Library

Date:_____

Instructor_____

Department_____ Course Title_____

Semester □ Fall □ Spring □ Summer

Campus Telephone _____ Coppin Email _____

Number of Students (approx.) _____ Date to go on reserve _____

INSTRUCTIONS AND GUIDELINES

- Use this form to submit books, photocopies, audio-visual and electronic materials course reserves.
- Bring this form and the reserve materials to the library 3-4 weeks prior to the beginning date of the semester.
- Items may only be placed on reserve for **ONE** semester.
- Allow at least 48 hours for processing of request.
- All photocopied materials and electronic items must be provided by the instructor.
- All reserve items must be removed at the end of the semester.

COPYRIGHT WAIVER

The Copyright Law of the United States (United States Code Title 17, Section 107) regulates the photocopying or other reproductions of copyrighted materials.

By signing this form, I signify that the list of materials to be placed on reserve either are not copyrighted or comply with federal copyrighted law for course reserve use or permission has been granted.

Instructor (*Please Print)* _____

Instructor's Signature _____

Date _____

If you have questions about course reserves, please
Call 410-951-3424

RESERVE ITEMS LIST

AUTHOR of book or article/chapter	**TITLE** of book, video, article/chapter	**Item Type** (check one)	**No. of Copies**	**Library or Personal Copy?** (check one)
		□ Book □ Photocopy □ Audiovisual □ Electronic		□ Library □ Personal
		□ Book □ Photocopy □Audiovisual □ Electronic		□ Library □ Personal
		□ Book □ Photocopy □ Audiovisual □ Electronic		□ Library □ Personal
		□ Book □ Photocopy □ Audiovisual □ Electronic		□ Library □ Personal
		□ Book □ Photocopy □ Audiovisual □ Electronic		□ Library □ Personal