Curriculum Materials Center
Course Reserve Form

Generally items are placed on reserve for ONE semester and are removed from reserve at the end of the semester and returned to the faculty member.

Would you like to place an item on reserve for longer than one semester? (Please Circle One) YES NO

If yes, when would you like the item removed from reserve? _____

Instructor _____ Course Number_____ Course Name_____

E-Mail_____ Phone_____ Office Number _____

Term _____

Personal or library copy?	Format (book, article, CD…)	Author	Title	Publisher,Place of Publication, Date	Circulation

When reserve items include copyright materials, I accept responsibility for conforming with the copyright law.

_____

Signature Date