

TRADITIONAL/PRINT RESERVES REQUEST FORM for Instructors

Return this form to any library. If using Interoffice mail, address it to Library Reserves.
 Questions? Call: Library Circulation, (914) 633-2343 Email: library@iona.edu

Instructor Name: _____
 Department Name: _____
 Course Name: _____
 Course Number & Section: _____
 Phone or E-mail: _____

This waiver must be signed.

COPYRIGHT WAIVER: I assume full responsibility for compliance with the U. S. Copyright Law regarding any reproduced material that I have submitted to be digitized or put on reserve.

 Name Date

*For more information on copyright and fair use, visit:
<http://www.iona.edu/library/infoserv/facultyreserves.htm>*

When will these items be on reserve? ___ Fall ___ Spring ___ Summer ___ January

Reserve Items

| | Author | Title | Type of Material (Circle One) | Loan Time (Circle One) |
|----|--------|-------|---|--|
| 1. | | | Library Book Personal Copy Photocopy Video/Audio | Building Only 1 Day 3 Day 7 Day |
| 2. | | | Library Book Personal Copy Photocopy Video/Audio | Building Only 1 Day 3 Day 7 Day |
| 3. | | | Library Book Personal Copy Photocopy Video/Audio | Building Only 1 Day 3 Day 7 Day |
| 4. | | | Library Book Personal Copy Photocopy Video/Audio | Building Only 1 Day 3 Day 7 Day |
| 5. | | | Library Book Personal Copy Photocopy Video/Audio | Building Only 1 Day 3 Day 7 Day |

Please note that Reserve Materials will be held for only **one** semester. Any materials not picked up by the end of the semester will be returned to the stacks or the instructor. Any materials that need to be held for a longer period of time must be cleared by the Circulation Supervisor. A Reserve form should still be submitted each semester for those items.