



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) 633-2635 Email: documentdelivery@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

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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
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.