

DYC LIBRARY COURSE RESERVE REQUEST FORM

Date Received: _____ (NOTE: Allow at least 5 business days to process)

Instructor's Name: _____

Academic Department: _____

Instructor's Phone: _____ E-Mail: _____

Instructor's Campus Address: _____

Course Name & Number: _____

Title of Document (For multiple documents, use the back of this form): _____

Academic Semester for Material(s) to be on Reserve: _____

Number of Students in Course: _____

Has complete bibliographic citation and notice of copyright been included with material(s) to be placed on reserve? _____

If the material(s) to be placed on reserve require written copyright permission, has it been included with this form? _____

Are course reserve materials to be available:

In Print: _____ Online: _____ Both: _____

Print Reserve Loan Options (circle one):

1 Hour 2 Hours 24 Hours 48 Hours Other _____

(NOTE: Materials to be placed online must be high quality copies on 8½ x11 sheets of paper, single-sided, and not stapled together.)

WARNING! COPYRIGHT RESTRICTIONS!

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The D'Youville College Library reserves the right to refuse any requests involving photocopies or other reproductions of copyrighted items if, in its judgment, fulfillment of that request would involve a violation of Copyright Law.