SEMINOLE STATE COLLEGE
Library Course Reserve Request Form
[Course Reserves request form must be submitted prior to placing items in library]

Instructor’s Name ____________________________ Date __________________

Course Prefix ____________________________ Course #: __________________

Department ____________________________ Phone ext. ____________________________

Semester: ______ Fall ______ Spring ______ Summer ______ Year

Placement date: ____________________________ Removal date: ____________________________

Loan Period of Reserve Material:
____ Library Use Only ____ Hours ____1 Day ____2 Days ____ 1 Week ____2 Weeks

Title of each item to be placed on course reserve (use a 2nd form if more room is needed)
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Material Type:
( ) Textbook ( ) Photocopy ( ) Book ( ) Audio-Visual ( ) Other/Personal

Special Instructions: __________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

At the end of the term would you like the material(s):
( ) Returned to you ( ) Donated to the Library ( ) Withdrawn

Other than for library materials, I hereby certify that I am the owner, author or developer of the material I have presented to the Library, and that proper authorization(s) or permission(s) to use the copyrighted material is attached. I also understand that I do not have the right to offer copyrighted work for reproduction, in part or in whole, without the express written consent of the copyright holder. I realize that I may face criminal or civil liability for infringement of U.S. copyright laws if I do not obtain proper authorization or permission to use the copyrighted material. The institution reserves the right to refuse to accept, or to remove from Course Reserves, any item if, in its judgment, placement would involve violation of copyright law.

I accept the copyright waiver: ( ) YES ( ) NO

Faculty Signature __________________________________________________________

Library Use Only
Barcode:______________________________

[revised 03-15]