

Date Received:
Initials:

Valley Library Course Reserves Request Form

This form is also available online at <http://osulibrary.oregonstate.edu/reserves/instructor.html>.

- ◆ **Reserve requests can take up to a week to process. Please plan accordingly.** If you would like to have materials available to students on the first week of class, submit the request at least one week prior to the start of the term. E-mail notification will be sent when items are available for circulation.
- ◆ For video reservations, use the "Comments" to indicate the dates and times when you will need the video.

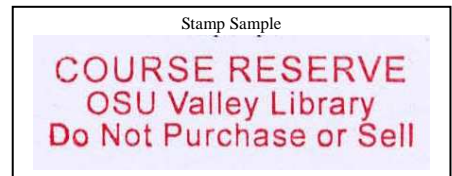
Instructor: _____ **Course Number** (i.e. WR 121): _____
Campus Address: _____
Telephone: _____ **Term(s):** Fall / Winter / Spring / Summer
Email: _____

Course Reserve Stamp

In order to prevent theft or attempts to sell your personal books, the Valley Library uses a rubber stamp to mark these items for Course Reserves.

The library is not responsible for personal reserve items that are lost or damaged.

Would you like us to stamp your personal books? Yes No



For photocopied materials:

I take full responsibility for any duplicated materials listed, with the understanding that, (1) the material falls within the 'Fair Use' provisions of the copyright law; or (2) the materials fall within the public domain; or (3) I have received permission from the copyright holder(s). Signature: _____ Date: _____

Material Type: Library Material Personal Book/Video Reserve Binder
Title: _____
Author: _____
Call Number: _____
Loan Period: 2 day 2 hour 3 hour 4 hour **Number of Copies:** _____
Comments: _____

Material Type: Library Material Personal Book/Video Reserve Binder
Title: _____
Author: _____
Call Number: _____
Loan Period: 2 day 2 hour 3 hour 4 hour **Number of Copies:** _____
Comments: _____

Material Type: Library Material Personal Book/Video Reserve Binder
Title: _____
Author: _____
Call Number: _____
Loan Period: 2 day 2 hour 3 hour 4 hour **Number of Copies:** _____
Comments: _____

Material Type: Library Material Personal Book/Video Reserve Binder

Title: _____

Author: _____

Call Number: _____

Loan Period: 2 day 2 hour 3 hour 4 hour **Number of Copies:** _____

Comments:

Material Type: Library Material Personal Book/Video Reserve Binder

Title: _____

Author: _____

Call Number: _____

Loan Period: 2 day 2 hour 3 hour 4 hour **Number of Copies:** _____

Comments:

Material Type: Library Material Personal Book/Video Reserve Binder

Title: _____

Author: _____

Call Number: _____

Loan Period: 2 day 2 hour 3 hour 4 hour **Number of Copies:** _____

Comments:

Material Type: Library Material Personal Book/Video Reserve Binder

Title: _____

Author: _____

Call Number: _____

Loan Period: 2 day 2 hour 3 hour 4 hour **Number of Copies:** _____

Comments:

Material Type: Library Material Personal Book/Video Reserve Binder

Title: _____

Author: _____

Call Number: _____

Loan Period: 2 day 2 hour 3 hour 4 hour **Number of Copies:** _____

Comments: