

# Reserve Request Form

Please complete all the information below to allow for timely processing of your request. **Processing can take up to three working days.** Allow sufficient lead time for your request to be processed.

Please print clearly.

**Guidelines for placing materials on reserve:**

- Include author(s) and title(s) as you anticipate students will request them.
- Include a call number for library materials.
- Complete a separate request form for each course.
- If you have not placed the material on reserve before, check the “First time reserve” column. You may not need permission this semester if the use complies with the Copyright Guidelines.
- If the material to be placed on reserve is not an *original document* owned by the instructor or the library, and the instructor is not the copyright holder, **it is the responsibility of the instructor to obtain permission from the copyright holder to place it on reserve more than once.**

Today’s date: \_\_\_\_\_ Semester: \_\_\_\_\_ Reserve start date: \_\_\_\_\_  
 Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_ Reserve end date: \_\_\_\_\_  
 Instructor name: \_\_\_\_\_

	Call #	Author	Title	Library home page	3-hour	1-day	3-day	1-week	First time reserve	Permission granted
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I understand that I am responsible for obtaining copyright permission as necessary. I further understand that my reserve request may be delayed or denied if I neglect to obtain permission as the library determines necessary to remain in compliance with copyright law.
- I understand that Mercer University Library is not responsible for personal items placed on reserve.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Library Use Only:</b>						
Date processed: _____	Processed by: _____	Non-lib. items: _____	Copies: _____	Lib. items: _____	Total: _____	