**Barber Library Course Reserves Form**

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| --- | --- |
| **Instructor’s Name** |  |
| **Date Submitted** |  |
| **Email Address/Phone** |  |
| **Course Number** |  |
| **Course Title** |  |
| **Personal/Dept/Library Copy** |  |

**Select Term(s):** **Fall** **Winter** **Spring** **Summer** **End Date:**

**Checkout Time: 1 Day 2 Days 1 Week Whole Term**

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| --- | --- | --- | --- |
| **Print or**  **AV Reserve** | **Author(s)** | **Title (on your syllabus)** | **ISBN#** |
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**Please allow up to 1 week for reserve materials to be processed.**

* **If a personal or department item is lost or damaged by a student, how do you want the library to handle it?**

Do not charge the student. The item will not be replaced by the submitting faculty or department.

Do not charge the student. Notify the submitting faculty to provide a replacement copy.

Charge the student. Notify the submitting faculty to have their department provide a replacement copy. The Library will make a journal transfer in Banner to cover the cost.

*If the item to go on reserves is a Library book, the Library will replace it.*

* The Library affixes a removable label & barcode to copies of materials submitted.
* **All items will be pulled during the Summer Course Reserves audit** unless the instructor specifies otherwise. Personal & departmentally-owned materials will be returned via campus mail with the invitation to update the item.

**I agree to all the above terms and conditions:**