

# Kaufman Library Course Reserve Form

Name \_\_\_\_\_ Semester Submitted For Fall \_\_\_\_\_ Sp \_\_\_\_\_ Sum \_\_\_\_\_  
 (year) (year) (year)

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

Faculty Status Full-Time Adjunct E-Reserve Password \_\_\_\_\_

**Please check one:**

I will retrieve my course reserve items at the end of the semester.

These materials belong to the Kaufman Library. At the end of the semester, please return them to general circulation.

On the back of this form, list all items to be placed on reserve. Please allow ***at least 7 business days*** for the processing of new reserve materials. Please do not assign readings from these materials until you have been notified via email that they are ready.

**Copyright**

The copyright law of the United States (Title 17, U.S.C.) governs the making of photocopies or other reproductions of copyrighted material. I understand that unauthorized use of copyrighted materials is a violation of the law for which I may be liable.

I understand that by signing this form, I confirm that my course reserve submissions comply with the University System of Georgia Copyright Policy, and I have completed and retained a Fair Use Checklist for each copyrighted work.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**STAFF USE ONLY**

List name:	Date added:	Date emails sent:	Date emails sent:	Date renewed:	Expires:
	Date removed:				

Title	Traditional or Electronic	Personal copy (Y/N)	Number of copies	Loan Period			
				2 hour*	1 day	3 day	1 week
1.							
2.							
3.							
4.							
5.							
6.							
7.							

\* In-library use only

**Staff Use Only**

Barcode	Call #	# of Checkouts
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.