

Georgia Gwinnett College Library Reserves Form

This completed form must accompany all materials to be placed on reserve.

Name _____ Semester Submitted _____

E-mail Address _____ Phone Number _____

Course Name _____ Course Number _____

Faculty Status (circle) Full-Time Adjunct School Affiliation (circle) GGC GPC

Please check one: E-Reserve Password _____

- I will retrieve or renew my reserve items at the end of the semester.
- Please return my reserve items to my campus mailbox at the end of the semester.
- These materials belong to GGC Library.

List all items to be placed on reserve on the back of this form. Please allow at least **5 business days** for processing new materials.

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 am accepting full responsibility for any violations of copyright law that the reproduction of these reserve materials may entail.

Signature

Date

STAFF USE ONLY

Date added:	Added by:	Notified by:	Date renewed:	Renewed through:	Expires:

