Robert A. L. Mortvedt Library
Reserve Addition Form

Use this form ONLY if you have already submitted a Reserve Request Form for THIS course and have signed the Copyright Compliance Agreement

Instructor: ___________________________ Dept. & Course No. ___________________________
(e.g., BUSA 101)

Excerpts (not books) to be placed on reserve as:
  □ Print only  □ Electronic only  □ Print & Electronic

List Excerpts on Reserve: (PLU books are automatically listed by the system as Title/Author)
  □ Title/Author  □ Author/Title  □ As noted on the Folder Label  □ As indicated on my original request
  Other: ___________________________

RESERVE STATUS for print material:
  □ 2 hours  □ 24 hours  □ 3 days  □ 1 week

Audio-Visual Material:
  □ Video  □ DVD  □ CD  □ CD-rom  □ Audio Tape  □ Slides

RESERVE STATUS for audio-visual material:
  □ 2 hours  □ 24 hours  □ 3 days  □ 1 week

Items that are personal copies will be affixed with call #'s and PLU barcodes

SPECIAL INSTRUCTIONS: ___________________________

Accepted by: ___________________________ Date: ___________________________

______________________________

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