

ADDING CLASS RESERVE MATERIALS

Please fill out and submit this form along with copies of materials that you want added to your Class Reserve resources. New materials, such as homework folders, practice exams etc. should be submitted 3 - 5 days before your requested release date. Readings should be submitted 3 - 6 weeks before they are needed to allow for retrieval and copyright clearance delays.

COURSE NUMBER: _____

COURSE: _____

INSTRUCTOR(S): _____

DESCRIPTION
OF MATERIAL: _____

SPECIAL
INSTRUCTIONS: _____

----- *LIBRARY USE ONLY* -----

COPYRIGHT STATUS

Okay to scan because:

"Limited Freewill" permission First Use Public Doman.
 Library copy avail. Permission on file Royalty Paid.

Usage outside "FairUse:" _____

Actions: Faculty contacted. CCC contacted.

Other:

PROCESSING STATUS

Log into Binder	Scan and doc. key	Prepare folder	Post to HW db	Transfer to E-Res	Link to E-Res	Sign-off Binder

Please photocopy this form for your future use.