



Reserve Request Form

JACK TARVER LIBRARY, MERCER UNIVERSITY

Guidelines for placing materials on reserve:

- Include author(s) and title(s) as you anticipate students will request them
- Include a call number for library materials
- Complete a separate request form for each course

Please complete all the information below to allow for timely processing of your request. ***Processing can take up to three working days. Please allow sufficient lead time for your request to be processed.*** Please print clearly.

Today's date: _____ Semester: _____
 Course #: _____ Course name: _____
 Instructor name: _____

- If you have *not* placed the material on reserve before, check the "First time reserve" column. You **may not need permission** this semester if the use complies with the Copyright Guidelines.
- If the material to be placed on reserve is not an *original document* owned by you or the library, and you are not the copyright holder, you **must obtain permission** from the copyright holder to place it on reserve more than once. Check the "Permission granted" column and attach the appropriate documentation, including letter of request and letter of permission.

Call #	Author	Title	Tarver home page	2-hour	3-hour	1-day	3-day	1-week	First time reserve	Permission granted
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

* I understand that I am responsible for obtaining copyright permission as necessary. I further understand that my reserve request may be delayed or denied if I neglect to obtain permission as the library determines necessary to remain in compliance with copyright law.

* I understand that Tarver Library is not responsible for personal items placed on reserve.

Signature: _____ **Date:** _____

Library Use Only:					
Date processed: _____	Processed by: _____	Non-lib. items: _____	Copies: _____	Lib. items: _____	Total: _____