

Lavery Library, St. John Fisher College  
RESERVE MATERIAL COVER SHEET

For Which Semester? \_\_\_\_\_

A copy of this form must be completed for every class in which you are submitting an item for reserve. Please write clearly.

PROFESSOR: \_\_\_\_\_ COURSE: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

**LIBRARY** or **PERSONAL** copy (circle one)

Title(s): \_\_\_\_\_

Check ONE option below for your desired loan period for the items listed above:

- SAME DAY RESERVE: Materials to remain in the library at all times – NO OVERNIGHT
- 12 HOUR RESERVE: May be checked out for a period of 12 hours – overnight after 12:30pm
- 3 HOUR RESERVE: May be checked out for a period of 3 hours – overnight after 9:30pm
- 1-DAY RESERVE: Charged out for a period of 24 hours only
- 3-DAY RESERVE: May be checked out for a period of 3 days

I acknowledge that I understand and am in compliance with the Fair Use Guidelines, and the reserve reprints I have placed on Reserve for one semester meet these guidelines and/or I have received permission for reproduction.

I understand that:

- The Access Services staff will perform necessary processing; attachment of barcodes, labels, etc to process the reserve material
- Personally owned reserve materials will be returned to the instructor at the end of each semester
- Student assistants may place materials on Reserve for an instructor if they have faculty proxy status for that instructor.

Instructor (Please Print) \_\_\_\_\_

Instructor Signature \_\_\_\_\_