

Clark College Library Services Course Reserve Request

Questions? Contact the reserves technicians: Cannell (360)992-2553 or wclark@clark.edu; CTC (360)992-6137 or clanderson@clark.edu

ALLOW 3 DAYS TO PROCESS

Traditional Reserves:

- ◇ Course(s) must be taught for item(s) to remain on reserve.
- ◇ No unauthorized copies of video or sound recordings.
- ◇ Clark College Library Services is not responsible for damage, repair, or replacement of personal or department reserves.
- ◇ Library staff will try to recover overdue material. Overdue fees are paid to the library.
- ◇ In the event of loss or damage to instructor-owned items by students, the library will place a block on the borrower record and provide the name to the owner of the material. Instructors must make their own arrangements for monetary reimbursement. Library staff will remove the block when authorized by the instructor.
- ◇ This form must be signed annually. Items will be returned to the primary contact unless otherwise indicated.

Electronic Reserves:

- ◇ Library staff can assist with scanning and uploading documents or posting links to electronic journal articles. Instructors may have to provide access by granting permissions at appropriate levels.
- ◇ For information about creating an online course management shell, contact eLearning at (360)992-2654 or elearning@clark.edu.

Copyright Agreement

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The library cannot place material on reserve if the instructor fails to obtain copyright permission when appropriate. Liability for copies placed on reserve by Clark College Library Services rests with the faculty member.

1. Has copyright permission been requested and granted from the copyright holder for use of this material for this quarter? YES or NO
2. If no, is the total amount of reserve material from this source less than 10 percent? (e.g., 1 chapter of 12, 2 articles from an issue of a journal, etc): YES or NO

Sign here indicating that the above notice has been read and understood or the library cannot process the reserve materials.

Signature of individual responsible for the reserve(s) **Date**

Course Information

Course name(s) and number(s) to list in library catalog: (ex. ART 101)		
Instructor(s) to list in library catalog:		Place on reserve for current academic year: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring
Primary contact:	Phone / Ext:	
Email:	Campus Mail Stop:	

Item Information (put additional items on reverse)

Title: _____ Author: _____

Loan Period: 3hr (with \$5 hourly overdue fee) Overnight 3 day 7 day

copies to place on reserve at: _____ Cannell Library (Main Campus) _____ Information Commons (CTC)

Add security stripping? Yes / No Return to: _____

Library Use Only	Date Processed:	Date Returned:
Call Number:		

Please complete reverse side and sign or items cannot be processed.

Item Information		
Title: _____ Author: _____		
Loan Period: <input type="checkbox"/> 3hr (with \$5 hourly overdue fee) <input type="checkbox"/> Overnight <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day		
# copies to place on reserve at: _____ Cannell Library (Main Campus) _____ Information Commons (CTC)		
Add security stripping? Yes / No Return to: _____		
Library Use Only Call Number:	Date Processed:	Date Returned:

Item Information		
Title: _____ Author: _____		
Loan Period: <input type="checkbox"/> 3hr (with \$5 hourly overdue fee) <input type="checkbox"/> Overnight <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day		
# copies to place on reserve at: _____ Cannell Library (Main Campus) _____ Information Commons (CTC)		
Add security stripping? Yes / No Return to: _____		
Library Use Only Call Number:	Date Processed:	Date Returned:

Item Information		
Title: _____ Author: _____		
Loan Period: <input type="checkbox"/> 3hr (with \$5 hourly overdue fee) <input type="checkbox"/> Overnight <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day		
# copies to place on reserve at: _____ Cannell Library (Main Campus) _____ Information Commons (CTC)		
Add security stripping? Yes / No Return to: _____		
Library Use Only Call Number:	Date Processed:	Date Returned:

Item Information		
Title: _____ Author: _____		
Loan Period: <input type="checkbox"/> 3hr (with \$5 hourly overdue fee) <input type="checkbox"/> Overnight <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day		
# copies to place on reserve at: _____ Cannell Library (Main Campus) _____ Information Commons (CTC)		
Add security stripping? Yes / No Return to: _____		
Library Use Only Call Number:	Date Processed:	Date Returned: