



# University Library

cal poly pomona

www.csupomona.edu/library

## Reserve Request Form

Please complete all information (including the backside) accurately to allow timely processing of your request

Date \_\_\_\_\_

Course Number \_\_\_\_\_  
(i.e. BIO 110)

Instructor's Name \_\_\_\_\_  
PLEASE PRINT FULL NAME: LAST, FIRST

E-Mail: \_\_\_\_\_

Dept. Name \_\_\_\_\_ Bldg/Rm \_\_\_\_\_ Ext. \_\_\_\_\_

Type of request:  Electronic Reserve  Checkout copy

**Copyrighted items can only be on Reserve for one quarter**

Place on reserve for:  Summer  Fall  Winter  Spring  All Year  Infinite

Check-out period:  2 Hours with NO Overnight privileges  
 2 Hours with Overnight privileges (Checkout 2 hrs. prior to closing)  
 2 Days  
 7 Days

Electronic Reserves Course Password (Optional): \_\_\_\_\_ [Instructors are responsible for issuing passwords to students]

### WARNING CONCERNING COPYRIGHT RESTRICTIONS

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Cal Poly Pomona Library Reserve will adhere to U.S. Copyright Act 1976 and fair use guidelines. **Thus, published materials that do not comply with the fair use guidelines must be accompanied by the copyright permission.**

I have read, understand and agree to comply with the fair use guidelines.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

*Office Use Only*

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### Incoming

Rec'd by/date \_\_\_\_\_  
Cat-Course by/date \_\_\_\_\_  
EReserve by/ date \_\_\_\_\_  
Re-activated by/date \_\_\_\_\_

### Outgoing

Deleted by/date \_\_\_\_\_  
Suppressed by/date \_\_\_\_\_  
Pick-up by/date \_\_\_\_\_

