

Reserve Services Course INFORMATION Form AT Kent State University

Instructor (*print* Last, First) _____

E-mail Address _____

Telephone Number _____

Course & Course ID # (e.g., SOC 20000) _____

Course Title _____

Student Enrollment _____ Semester/Year _____

Is this course cross-listed with another Course and/or Instructor? (Please list below)

Has this course previously been on reserve? Yes No

Does a Disclaimer Form for personal materials need signed? Yes No

If your personal materials are inactivated, how should Reserve Services handle the materials?
 Instructor will pick up Send to Department
 Discard Donate to Library

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I HAVE READ THE COPYRIGHT STATEMENT.

Instructor Signature:

T.A. / G.A. Signature (if applicable):

Date Submitted: _____

GUIDELINES:

1. First come-first served basis.
2. For each material placed on electronic reserve, fill out and submit a *Reserve Services Copyright Request Form—University Library*.
3. For library books, personal books, maps, etc., fill out and submit a *Reserve Services Course List Form—University Library*.
4. To expedite processing, submit materials (e.g., copies of articles, book chapters, lecture notes, etc.) with appropriate forms.
5. Reserve Services is not responsible or liable for theft, misuse, or abuse for instructor's personal materials placed on reserve.
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revised 8-9-11/klr

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