



**Reserve Services Personal Material Responsibility Disclaimer Form**

**IN ORDER FOR YOUR PERSONAL MATERIAL(S) TO BE PLACED ON RESERVE, WE NEED THIS DISCLAIMER FORM ON FILE. BY SIGNING THE FORM BELOW, YOU ARE AKNOWLEDGING ITS TERMS.**

Dear Faculty:

Reserve Services cannot be held responsible or liable for mutilation and/or theft of your material(s). Preventative measures are taken against theft and/or mutilation of material(s) placed on reserve, which include bar coding, reserve tapes, and security measures that activate the Library's gate alarm system. However, material(s) are occasionally lost or damaged due to theft and/or mutilation. In the event this does happen, Reserve Services cannot compensate you for the value of your personal materials nor replace it.

Personal material(s) placed on reserve will have a:

- Label on the cover with the author, title, department, course number and professor's last name
- Barcode on the inside cover
- Reserve tape indicating circulation loan period
- Sensitizing strip

**BOOKS, TEXTBOOKS**

Reserve Services will notify you if your materials are missing and/or damaged. You may submit replacement copies.

**VIDEOTAPES/DVD'S**

Reserve Services and Teleproductions will take precautionary methods to preserve the quality and condition of your videotapes/DVD's while processing them for digitization for Electronic Reserves. If Reserve Services perceives the tapes are not feasible for processing and may be damaged, you will be notified of the problem. Please note that Reserve Services cannot guarantee the quality and condition of your tapes will not be affected.

I have read and agree to the above disclaimer and wish to place my personal material(s) on reserve. Thank you.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Course and Course #

\_\_\_\_\_  
Date