



Reserve Services Personal Material Responsibility Disclaimer Form

Dear Faculty:

Reserve Services takes preventative measures against theft and/or mutilation of materials placed on reserve, which include bar coding, reserve tapes, and security measures that activates the Library's gate alarm system. However, materials are occasionally lost or damaged due to theft and/or mutilation.

If you wish to place on reserve the materials listed below, Reserves Services cannot be held responsible or liable for mutilation and/or theft of your personal materials.

TEXTBOOKS, DISCS, MAPS

In the event that copies of your *personal textbooks, discs, maps*, etc. are lost due to theft, or were mutilated due to misuse or abuse, Reserve Services will notify you for replacement copies of the material.

REPRINT COPIES FROM JOURNAL OR BOOKS

In the event that your personal materials, especially *reprint copies from journals or books* are lost due to theft, or were mutilated due to misuse or abuse, Reserve Services will make every effort to replace the reprint copies, if the originating source is owned by Kent State University Libraries. However, if the Kent State University Libraries do not own the originating source to make duplicate copies of the materials, Reserve Services will notify you for replacement copies.

VIDEOTAPES

Reserve Services will take precautionary methods to preserve the quality and condition of your videotapes 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 would like to place my personal materials on reserve.

Faculty Signature

Course and Course #

Date