

Reserve Services Course INFORMATION Form

Kent State University Libraries

Instructor (*print* Last, First) _____

E-mail Address _____

Telephone Number _____

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

Course Title _____

Semester/Year _____

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

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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Instructor Signature:

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

Date Submitted: _____

GUIDELINES:

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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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