**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

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 Libraries.
3. For library books, personal books, videos, DVD’s, etc., fill out and submit a Reserve Services Course List Form—University Libraries.
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.
6. Reserve Services may decline requests based on the interpretation of the Copyright Law.