

# Faculty Reserve Form

Allow 24 hours for material to be placed on reserve. Materials have reserve status only during the semester the course is taught.

<b>Instructor Full Name:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Instructor ID Number:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>
<b>Course Number and Title:</b>	<input type="text"/>		
<b>Semester of Reserve:</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II <input type="checkbox"/> Mid-Winter		
<b>Leave on Reserve Until:</b>	<input type="checkbox"/> End of Semester	<input type="checkbox"/> This Date:	<input type="text"/>
<b>After expiration date, photocopies may be:</b>	<input type="checkbox"/> Destroyed <input type="checkbox"/> Returned to me		
<b>Departmental Account Number</b> (used only if the library must submit copyright permission requests):	<input type="text"/>		
<b>Instructor Signature:</b>	<hr/>		
I have read the Bryan Wildenthal Memorial Library's <i>Faculty Course Reserves Policies and Procedures</i> .			

## Circulation Restriction Codes

**ST** -- Strict; used in library only.

**1D** -- One day out-of-library use; due at closing the following day. Up to 48 hours, depending on time item is checked out.

**1W** -- One week out-of-library use; due at midnight on seventh day.

**Please use the same title as shown on the syllabus or handouts given to students.**

<b>Title:</b>	<input type="text"/>	<b>Number of Copies:</b>	<input type="text"/>
<b>SRSU Call Number:</b>	<input type="text"/>	or	<input type="checkbox"/> <b>Personal Copy</b> (limit 2)
<b>SRSU Bar Code</b> (library use only):	<hr/>		
<b>Circulation Restriction</b> (check one):	<input type="checkbox"/> ST <input type="checkbox"/> 1D <input type="checkbox"/> 1W		

<b>Title:</b>	<input type="text"/>	<b>Number of Copies:</b>	<input type="text"/>
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<b>SRSU Bar Code</b> (library use only):	<hr/>		
<b>Circulation Restriction</b> (check one):	<input type="checkbox"/> ST <input type="checkbox"/> 1D <input type="checkbox"/> 1W		

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<b>SRSU Bar Code</b> (library use only):	<hr/>		
<b>Circulation Restriction</b> (check one):	<input type="checkbox"/> ST <input type="checkbox"/> 1D <input type="checkbox"/> 1W		

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.