

FACULTY RESERVES REQUEST FORM
Pulaski Technical College Ottenheimer Library

Course No. _____ Dept. Code _____ Instructor _____

Department Name _____ Phone _____

Course Name _____ Mailbox Location and No. _____

May we barcode this item? Yes No *Reserves expire at the end of the current semester.*

TITLE	AUTHOR	FORMAT (Book, DVD, etc)

Reserve items are on a first-come, first-serve basis. Holds may not be placed.

The use or checkout restrictions for this material are as follows: _____

NOTICE

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy of other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves that right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

STATEMENT OF COPYRIGHT COMPLIANCE

Submission of this form signifies that I have read and am familiar with the Pulaski Technical College Ottenheimer Library Reserve Policies and Guidelines and the Copyright Revision Act of 1976. (A copy is available at the circulation desk.) Submission of this form also indicates that I accept full responsibility in complying with the provision of the Copyright Revision Act of 1976 that governs the fair use of photocopied materials for educational purposes.

 (Signature of Instructor) (Date)

- Request granted.
- Request granted with the following restrictions _____
- Request denied due to _____

 (Signature of Library Director/Librarian) (Date)

Instructor removed Reserve Items on: Date _____