

## Course Reserves Request (For Darton College Faculty/Staff only)

Please **print out this form, fill it out, and send it with the reserve material** to the library via campus mail, a student assistant, or in person. If you need material in the Library collection, please check the shelves and bring this form to the Circulation Desk to be put on reserve. For special requests please notify/call the Circulation Desk (229-317-6766).

**NOTE: Please fill out and submit this form along with the material(s) you want to add to the Course Reserves collection. Please allow sufficient time for processing.**

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_ Department: \_\_\_\_\_

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

NEW RESERVE \_\_\_\_\_ OR / ADD TO CURRENT FOLDER \_\_\_\_\_ (Folder # \_\_\_\_\_)

List other instructors who will be using this material: \_\_\_\_\_

**NOTE: We are not responsible for any reserve materials taken from the library. Instructors will be notified when an item they authorized to be removed from the library is not returned.**

***COPYRIGHT: It is the instructor's responsibility to obtain permission from copyright owners when needed for any photocopies supplied. For clarification please read the "Regent's Guide to Understanding Copyright and Educational Fair Use", Course Reserve Folder # 350 or access the following site: <http://www.usg.edu/admin/legal/copyright/>.***

Author	Title	Call Number Or Journal Source	Check one of the following:			
			Book	Folder	Video	CD/Audio

**Library Use Only** Folder #: \_\_\_\_\_ # Copies \_\_\_\_\_  
 Comment(s): \_\_\_\_\_