California State Polytechnic University, Pomona
University Library
Reserve Request Form

Please complete all information (including the backside) accurately to allow timely processing of your request

Date ____________________________

Course Prefix & No.—Sec.#________________ Instructor's Name________________________
(i.e. BIO 110-01) PLEASE PRINT FULL NAME: ___________________________

E-Mail: _________________________ Dept. Name __________ Bldg./Rm ___________ Ext. ______
(i.e. @cpp.edu)

Copyrighted items can only be on Reserve for one quarter

Type of request:        ☐ eReserve via Blackboard        ☐ Physical hard copy

Place on reserve for:  ☐ Summer        ☐ Fall        ☐ Winter        ☐ Spring        ☐ All Year ☐ Indefinite

Check-out period:      ☐ 2 Hours NO Overnight privileges        ☐ 7 Days
☐ 2 Hours w/Overnight privileges
               (Checkout 2 hrs. prior to closing)        ☐ 14 Days
☐ 3 Hours NO Overnight Privileges        ☐ 28 Days
☐ 24 Hours        ☐ Quarterly
☐ 48 Hours

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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 or 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". This principle is called "Fair Use" and allows students and researchers to make one copy for their personal use in study or writing papers. Copies may not be made or given to other persons, and may not be sold. Anyone else requiring the same material must make a separate request for that material. 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 the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.

Cal Poly Pomona Library Reserve will adhere to U.S. Copyright Act 1976 and fair use guidelines. Thus, published materials that do not comply with the fair use guidelines must be accompanied by the copyright permission.

I have read, understand and agree to comply with the fair use guidelines.

Signature: _________________________ Date _________________________

Office Use Only

Incoming
Prof. Call # ____________________________
Processed by/date ____________________________
Updated by/date ____________________________

Outgoing
Deleted by/date ____________________________
Mailed by/date ____________________________
Pick-up by/date ____________________________

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<Please turn over the page>
**Instructions:**
- **Processing** of materials usually requires a minimum of 2-3 days, but in the beginning of each quarter, it can take up to 2 weeks
- Follow copyright guideline
- Provide complete citations
- Attach or list your items
- Include Call # for Cal Poly Pomona university library materials
- Include **titles as you wish it to appear** in the online public catalog

<table>
<thead>
<tr>
<th>Title (Homework solutions, Notes, Journals, Books, CD’s &amp; Video’s, etc)</th>
<th>Number of Copies</th>
<th>Author</th>
<th>Call #</th>
<th>Volume, Number &amp; Year</th>
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Deliver this completed reserve request form to:
Cal Poly Pomona University Library Reserve Services Bldg.15-2533 (909) 869-4212
Revised 12/05/2016