

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: (LAST, FIRST)

E-Mail: _____ Dept. Name _____ Bldg./Rm _____ Ext. _____
(i.e. @cpp.edu)

Copyrighted items can only be on Reserve for one quarter

Type of request: Physical hard copy ebooks/eArticles

Place on reserve for: Summer Fall Spring All Year Indefinite

Check-out period: <input type="checkbox"/> 2 Hours NO Overnight privileges-(rbrn)	<input type="checkbox"/> 7 Days-(rbr7)
<input type="checkbox"/> 2 Hours w/Overnight privileges-(rbr) <small>(Checkout 2 hrs. prior to closing)</small>	<input type="checkbox"/> 14 Days-(rbr14)
<input type="checkbox"/> 3 Hours NO Overnight Privileges-(rbr3)	<input type="checkbox"/> 28 Days-(rbr28)
<input type="checkbox"/> 24 Hours-(r24h)	<input type="checkbox"/> Semester-(rbrs)
<input type="checkbox"/> 48 Hours-(rbr48)	

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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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

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Incoming

Prof. Call # _____
 Processed by/date _____
 Updated by/date _____

Outgoing

Deleted by/date _____
 Mailed by/date _____
 Pick-up by/date _____

Instructor's Name: _____

Course: _____

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

Title (Homework solutions, Notes, Journals, Books, CD's & Video's, etc)	Number of Copies	Author	Call #	Volume, Number & Year

Deliver this completed reserve request form to:
Cal Poly Pomona University Library Reserve Services Bldg.15-2533 (909) 869-3615

Revised 8/6/2021