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:
   □ 2 Hours NO Overnight privileges-(rbrm)
   □ 7 Days-(rbr7)
   □ 2 Hours w/Overnight privileges-(rbr)
   (Checkout 2 hrs. prior to closing)
   □ 14 Days-(rbr14)
   □ 3 Hours NO Overnight Privileges-(rbr3)
   □ 28 Days-(rbr28)
   □ 24 Hours-(r24h)
   □ Semester-(rbrs)
   □ 48 Hours-(rbr48)

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____________________

Cal Poly Pomona Library Reserve Form
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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Revised 8/6/2021