

UST-MRC RESERVE REQUEST FORM

If you have questions about reserves, please call, 651-962-6874, or email, mrc@stthomas.edu, Conie.

Today's Date: _____ When needed on reserve: _____

Instructor's Name and Dept: _____ Telephone: _____

Course Name and Number: _____

MATERIAL TO BE PLACED ON RESERVE
(you may also submit a list; please staple list to form)

Format	Composer/Title	LC Call No./personal copy	Loan Period
<input type="radio"/> Score <input type="radio"/> CD <input type="radio"/> DVD <input type="radio"/> LP <input type="radio"/> Video <input type="radio"/> Other			<input type="radio"/> In-house only <input type="radio"/> 2-hour loan <input type="radio"/> Overnight (24-hrs) <input type="radio"/> 3-days
<input type="radio"/> Score <input type="radio"/> CD <input type="radio"/> DVD <input type="radio"/> LP <input type="radio"/> Video <input type="radio"/> Other			<input type="radio"/> In-house only <input type="radio"/> 2-hour loan <input type="radio"/> Overnight (24-hrs) <input type="radio"/> 3-days
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(need more? See reverse...)

UST-MRC COPYRIGHT COMPLIANCE CERTIFICATION FOR NON-ORIGINAL COPIES

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2. The copies are not from a consumable work (for example, a printed workbook)
3. This is the first semester I have copied these materials for Reserve, and I understand that if I want to put these copies on reserve again, I will need permission from the copyright holder.
4. The copies do not constitute creation, replacement or substitution for an anthology, whether handled separately or compiled.

Should these criteria not apply, I certify that I have queried the publisher and obtained permission to duplicate these materials for use on reserve.

Instructor's signature: _____ Date: _____

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Received: _____ RL: _____ Syllabus: _____ III: _____ Notice: _____

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