

Reserve Materials Request

CCC Library @ the Dye Learning Center
 19600 Molalla Avenue
 Oregon City, Oregon
 97045
 Phone: 503.594.6323
<http://depts.clackamas.edu/library/index.aspx>



LIBRARY

Name:	
Extension:	
Office Number:	
Course Number:	
Term(s) reserve applies (Circle all that apply):	<u>Summer 2016</u> <u>Fall 2016</u> <u>Winter 2017</u> <u>Spring 2017</u> <u>Ongoing (Special circumstances - see below)*</u>

2 Hr lib use only	3 Hr lib use only	5 hr	1 day	2 days	1 week	2 weeks	Removal Date**	Title/Author/Edition

Please allow 24 hours for processing of materials.

*“Ongoing” denotes that the item is going to be used continuously, term after term, until a new edition becomes available. The instructor and/or department are responsible for ensuring the reserves marked “Ongoing” are kept up-to-date. **The Library prefers an actual removal date listed vs. an “ongoing” status due to limited space available in the library.***

It is the instructor’s responsibility to ensure the reserve request complies with fair use in section 107 of Title 17 of the US code. For more information about Fair Use:

<http://www.copyright.gov/fls/fl102.html>

Don’t be in violation of Copyright laws!

The Dana Library reserves the right to refuse placing on reserve any material which we believe may violate the fair use principle of the Copyright Act, or that do not have the required removal date and signature.

*****If no removal date is listed, item(s) will be sent back at end of current term***

My reserve request complies with Fair Use practices:

Instructor/Dept Admin Signature _____ Date _____

(return this completed form to Ali Ihrke D-113)