

Placing Personal Books/Videotapes/Audiocassettes on Reserve

1. To allow time for processing, submit Reserve requests on the appropriate form (see other side) at least **five working days prior to class assignments**. Requests are date-stamped when received and processed in order of receipt.
2. Personal copies of books will be barcoded on the back cover. Personal copies must be identified by the instructor's signature inside the front cover of the book. The Library assumes no responsibility for personal materials which are placed on Reserve.

**Copies of the Copyright Code, the "Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use," (American Library Association, 1982) and related materials are available at the Circulation Desk.