



**University of Maine at Presque Isle
Library
Course Reserves Submission Form**

INSTRUCTOR INFORMATION

Date _____

Name: _____ Campus Address: _____
Campus Telephone: _____ E-mail Address: _____
Web Address: _____

Cross Reference to (if applicable):

Name _____ Campus Address: _____
Campus Telephone: _____ E-mail Address: _____

COURSE INFORMATION

A copy of the course syllabus is **REQUIRED** with your initial Reserve form.

Course Title: _____ Course Number: _____

Course Begin Date: _____ End Date: _____ Semester: _____

Expected Enrollment _____

Loan Period: CLOSED RESERVE (In Library Use Only) _____

OPEN RESERVE: One Day _____
Three Days _____
One (1) Week _____
Two (2) Weeks _____

COPYRIGHT COMPLIANCE:

Please read and sign the following copyright statement:

The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted material. In accepting photocopies for Reserve, the UMPI Library assumes that the copy or copies you are submitting have been made in compliance with the fair use provisions of Section 107.

Signature: _____ Date: _____

(Your signature above applies to all future readings attached to this course reserve list.)

Please attach (or email) a copy of the **course syllabus** to this form and bring them, along with the items to be placed on reserve, to the Access Services (Circulation) Desk. Copies of all forms are available at the Access Services Desk, on line or by calling x595.

Please allow at least three days for processing materials for reserve.