# LBCC LIBRARY COURSE RESERVES FORM

**DATE:** ____________________  
**NAME(S):** ____________________  
**OFFICE EXT/HOME PHONE:** __________  
**COURSE NUMBER:** __________  
**COURSE TITLE:** ____________________  
**DEPT.:** ____________________  
**OFFICE LOCATION:** __________  
**LOAN PERIOD:**  
- ☐ 2 Hr. (In-building use only)  
- ☐ 3 Day  
- ☐ Other: ____________________  
**LOCATION:**  
- ☐ ALBANY  
- ☐ HOC  
**ON RESERVE FOR TERM:**  
- ☐ F  
- ☐ W  
- ☐ SPR  
- ☐ SUM  
- ☐ PERM  
- ☐ Short term: ON reserve:__________ OFF reserve:__________  
If “older edition” is currently on Reserve, is it still viable? ________  
**Please allow 2 Days for processing materials for Reserve**  
**LIBRARY OWNED MATERIALS & PERSONAL COPIES* OF BOOKS, PERIODICALS, AND MEDIA:**  
**TITLE** and **AUTHOR**  
**ITEM TYPE**  
**QTY.**  
**CALL #**  

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*Personal copy waiver:*
By signing this agreement, I hold the LBCC Library harmless from and against any claims of damage or loss of any kind which may arise or result out of or from the utilization of these listed resources.  
(Name)__________________________  
(Date) ____________________

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Updated 10/6/2017  Questions? Main library contact is Cheryl Carlson, carlsoc@linnbenton.edu or 917-4678. HOC contact is Clare Sobotka, sobotkc@linnbenton.edu or 918-8840.  
*(OVER)*
PHOTOCOPIES, COPIES OF MEDIA MATERIALS, AND STUDENT CREATED MATERIALS:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>ITEM TYPE</th>
<th>QTY</th>
<th>1ST. TIME?</th>
<th>CITED?</th>
</tr>
</thead>
</table>

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The copyright law of the United States (Title 17, U.S.C.) governs the making of photocopies or other reproductions of copyrighted material. I understand that unauthorized use of copyrighted materials is a violation of the law for which I may be liable. I understand that by signing this form, I am accepting full responsibility for any violations of copyright law that the reproduction of these reserve materials may entail.

____________________________  __________________________
Signature                  Date

- Multiple term use requires copyright permission from copyright owner, author, or publisher for photocopies.
  - I have requested permission.
  - I have submitted permission to reserve staff.

- Citation: For copyright compliance, include a full bibliographic citation for each photocopied article or book chapter.

- Student created materials:  ☐ Signed FERPA release

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(OVER)