Mantor Library
Course Reserves Submission Form
Date:__________________________

INSTRUCTOR INFORMATION

Name:_______________________________ Campus address:___________________________
Campus telephone:_____________________E-mail address:_____________________________

2nd Instructor (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:____________Expected enrollment:______________

Loan period:   _____ IN-LIBRARY ONLY (all videos, CDs, DVDs)
               _____ OVERNIGHT (may be checked out one hour before closing; must be
               returned within one hour of opening the following day)
               _____ ONE WEEK

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made in compliance with the fair use provisions of Section 107.

Signature:_______________________________________Date:__________________________
(Your signature above applies to all future material attached to this course reserve list.)

Please bring this form, the Course Reserves Item List(s), current course syllabus, and items
to be placed on reserve to the Access Services Desk. Forms are available at the Access
Services Desk or online at http://library.umf.maine.edu/services/forms/. Please allow
five days for processing of materials for reserve.

Revised 8/05