



F O L S O M L A K E C O L L E G E

# Library Reserve Request

Reserve materials are supplementary resources instructors can make available to their students. These materials are kept behind the circulation counter and students need to request them by their library call number. To place material on reserve, please complete the form below.

**Retention Period with Year (select one):** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

|                        |  |                          |     |    |
|------------------------|--|--------------------------|-----|----|
| <b>Instructor</b>      |  | <b>Phone</b>             |     |    |
| <b>E-mail</b>          |  | <b>Dept./Division</b>    |     |    |
| <b>Course Name / #</b> |  | <b>Syllabus Included</b> | Yes | No |

**Material to be placed on:**     eReserve Only     Print Reserve Only     Both Print & eReserve

Please complete the appropriate citation information for all material(s) submitted for Reserve. If the article is from a Library database, please include the database name.

Instructors may place personal copies of books, videos, and other materials on Reserve. The library is not liable if personal copies are lost or damaged; however, the library will replace the item only if replacement charges are recovered from the responsible patron.

| RESERVE ITEM INFORMATION   |                                  |                                |                                 |                                 |
|--|----------------------------------|--------------------------------|---------------------------------|---------------------------------|
| Source Title<br>(Book/Journal)   |                                  |                                |                                 |                                 |
| Author   |                                  |                                |                                 |                                 |
| Chapter/Article Title  |                                  |                                |                                 |                                 |
| Year   |                                  | Vol. & Issue                   |                                 | Pages                           |
| FLC Database (if applicable)   |                                  |                                |                                 |                                 |
| Length of Checkout (print reserve only)                                  | <input type="checkbox"/> 2 hours | <input type="checkbox"/> 1 day | <input type="checkbox"/> 3 days | <input type="checkbox"/> 1 week |
| Send me a link to the item in the catalog when it's available on Reserve | <input type="checkbox"/> Yes     |                                | <input type="checkbox"/> No     |                                 |
| <b>LIBRARY USE ONLY</b>  | Date Received                    |                                | Date Processed                  |                                 |
| Copyright Cleared  | Call Number                      |                                | Barcode                         |                                 |

**Note:** If you have used an article/chapter a previous semester, copyright permission must be obtained before the library can make the material available—unless the article/book is owned by the library. Copyright permission can often be easily obtained through the Copyright Clearance Center @ [www.copyright.com](http://www.copyright.com). Please contact a librarian for further information or assistance.

**When Retention Period is over the item will be:**

Picked up by instructor     Donated to the collection     Other \_\_\_\_\_

**I have read, understand, and will follow the Folsom Lake College Library Reserves policies and copyright guidelines. I assume the responsibility of compliance with copyright laws for any materials placed on reserve on my behalf.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Forms may be brought to the Circulation Counter, sent through campus mail, or emailed to Kevin Webb at [webbk@flc.losrios.edu](mailto:webbk@flc.losrios.edu). Please allow 3 working days for the processing to be completed.