

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_ Item I.D. #: \_\_\_\_\_

## LSU-Alexandria Library Services RESERVE REQUEST FORM

All reserve materials should be submitted to Rusty Gaspard ([rgaspard@lsua.edu](mailto:rgaspard@lsua.edu) or 473-6442).

- (1) Instructors must submit one completed form for each item that is placed on reserve. All sections of the form must be completed. Incomplete or incorrect forms will delay availability of the item.
- (2) Each item must include a copy of the original copyright notice.
- (3) At the end of each semester a notice will be e-mailed to each instructor with a list of all materials on reserve for their courses. Any materials that will not be used for the following semester should be listed in a reply e-mail so that they may be removed from the reserve shelves and returned to the regular library stacks or to the instructor.
- (4) Course packets should be submitted in paper form.

Electronic reserves should be posted on Moodle. For help with Moodle, please contact IET Services at 473-6574.

### Course Information

Course Name \_\_\_\_\_ (Ex.: Acting)

Subject Code: \_\_\_\_\_ (Ex.: THTR) Course #: \_\_\_\_\_ (Ex.: 1025)

Semester:  Fall  Spring  Summer  Other \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Campus Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

TYPE OF RESERVE  Book  Folder  Audio/Visual  Microform

CHECK-OUT LENGTH  2 Hours (in-library use only)  Overnight  7 Days

Author: \_\_\_\_\_

Book/Journal/Recording Title: \_\_\_\_\_

Article/Book Chapter Title: \_\_\_\_\_

Volume: \_\_\_\_\_ Issue Number: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

Number of copies submitted: \_\_\_\_\_

### Copyright Compliance & Waiver for Personal Items

The item I am placing on reserve is a legal copy of the item cited above: the copy was (1) obtained by purchase, (2) used with permission of the copyright holder, or (3) used under fair use provisions of copyright law. I release the library from liability for damage to my item.

\_\_\_\_\_  
Date: \_\_\_\_\_

Instructor's Signature