

**Course Reserve Request Form**

Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Campus:  Monterey  Marina

Course	Item (title, author, ed.)	Loan Period (choose only one per item)
		<input type="checkbox"/> 2 hours <input type="checkbox"/> 2 hours, library use only ( <i>item cannot leave the library</i> )* <input type="checkbox"/> 4 hours <input type="checkbox"/> 1 day ( <i>due the next day the library is open, by closing</i> )
		<input type="checkbox"/> 2 hours <input type="checkbox"/> 2 hours, library use only ( <i>item cannot leave the library</i> )* <input type="checkbox"/> 4 hours <input type="checkbox"/> 1 day ( <i>due the next day the library is open, by closing</i> )
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\*At Marina, the item will not be allowed to leave the Marina offices.

**General Guidelines and Policies for Course Reserve Materials:**

- Items can be placed on reserve at both the MPC Library and in MA101 at the Education Center at Marina.
- It is the instructor's responsibility to observe copyright compliance. However, the library reserves the right to deny a course reserve request in cases where the request does not comply with copyright laws. Please see a librarian for any questions regarding copyright.
- Reserve items can be owned by either the MPC Library or the instructor/department.
- Library-owned items placed on reserve will be returned to the main collection at the end of the semester. Instructor/department-owned reserves that have not been checked out in 2 years will be withdrawn and sent back to the instructor or the department's Division Office Manager.
- Materials placed on reserve are subject to the MPC Library reserve fine policies. Please note that the MPC Library cannot bill students for replacement costs of instructor/department-owned items.
- Materials will be affixed with stickers, labels, barcodes, and other library identification.
- If a different loan period (than what is offered above) is required, please see the Circulation Desk Coordinator.
- Please allow **two working days** for library staff to complete the processing of reserve items.

**Please read and sign:** *I have read and agree to the above. Additionally, I understand that the MPC Library does not assume responsibility for lost or damaged reserve materials and cannot bill students for their replacement costs.*

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