

DOUGLASS LISTENING ROOM RESERVE REQUEST FORM INSTRUCTIONS

1. Please fill out reserve request form completely.
2. If you are providing personal materials, list the author and title the way in which you would like them to appear in the Janus catalog.
3. When putting personal tapes on reserve, indicate if the students can request copies of this recording. **Duplicated recordings must meet the criteria for copyright compliance as outlined on the opposite side of this sheet. Unless materials fall within the public domain or you have written permission from the copyright holder, we cannot make copies for your students.** Label your tapes and indicate which sides are being used (Side A only, or double-sided). We are **not** able to duplicate compact discs at this time.
4. Douglass Reserve recordings are for "Library Use Only."
5. Printed material (scores, books, course packets, folders, etc.) may be placed on **2-hour** or **4-hour** reserve, or may be designated "Library Use Only." **Please indicate the loan period desired.** 2-hour and 4-hour reserve materials may be taken out of the library; however they must be returned to the Douglass Room, and substantial fines will be imposed if items are returned late. This applies to both library materials and personal materials. If you need students to borrow materials for a longer period (such as a 24-hour loan), we suggest you place them on reserve at the Knight Reserve desk.
6. Please provide the necessary copies of your items to meet the needs of the class. You will need to provide additional copies of your items if you have a large number of students or if you are allowing students to request copies of the items. Suggested ratio: 1 copy per 15 students.
7. Items will be on reserve through the last day of the term unless otherwise noted.