



Northland Pioneer College

LIBRARY SERVICES

Faculty Reserve Request Form – #1059

Print and send form with items to PDC Library

Name _____ Campus or Center Office Location _____

Office Phone _____ Email _____

Course# _____ Reserve period: Entire semester _____ Other (give ending date) _____

Ownership: Personal _____ Library (give call#) _____ Dept _____

Format: Audiotape _____ CD _____ DVD _____ Print _____ VHS _____ Internet _____

Database Article _____ Attach printout for items on Internet or from a library database.

Using persistent links form databases eliminates copyright issue.

Article name _____ Pages _____

(If part of a journal or a database)

Title _____

Author _____ Publication date _____

Claiming Fair Use _____ Copyright permission required and attached _____

Terms of use: In-library use only _____ or Checkout _____

If checkout – how many items at one time? _____ how long? _____

Check which libraries need Reserve Item: Heber _____ Hopi _____ Kayenta _____ LCC _____

PDC _____ Sanders _____ SCC _____ SPE _____ STJ _____ WMC _____ WRV _____

Comments:

(All items will be returned at the end of the semester unless written permission for longer is sent with this form)

Date Sent to Head Librarian _____ Date Rec by Head Librarian _____ Date Processed _____

Date Rec at Library _____ Date Returned _____

For multiple copies – view *Duplication Services under Copyright* on the library web page. For more information about what can be placed on Reserve – view Reserve Items under Copyright on library web page.