

## Shapiro Library

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.645.9605 | Fax: 603.645.9685

### Reserve Request Form

Dept & Course # \_\_\_\_\_ Course Name \_\_\_\_\_ Number of students in class \_\_\_\_\_  
 Instructor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Today's Date \_\_\_\_\_ on reserve until \_\_\_\_\_ Department \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

SNHU Mail Code/Building Name & Room # for Return of Materials: \_\_\_\_\_

- \_\_\_\_\_ Please list all items to be placed on reserve on the following page.  
 Examples of how to complete the form are below.
- Please note that material produced by current or former SNHU students must include a permission release signed by the author(s) before it can be placed on reserve.
- Each copy must include complete bibliographic and copyright information, preferably copied from the original source. Photocopies without this information will not be placed on reserve.
- \_\_\_\_\_ Signature to accept copyright responsibility is **REQUIRED** before material can be placed on Reserve.
- \_\_\_\_\_ Reserve material will be processed as 2 hour loans unless otherwise indicated.

**Example:**

	Author	Book or Article Title and Citation	Loan Period				Personal Copy (PC) Or Library Call #
			2 One hrs week	Over- night	3 days		
<i>Example Book</i>	Twain, Mark	The gilded age and later novels. New York: Library of America, c2002	X				
<i>Example Journal Article</i>	Patterson, Berniece	"Community outreach through art" <i>School Arts</i> . March 2002 v101 p37(1)			X		

# Southern New Hampshire University

Author	Book or Article Title and Citation	Loan Period				Personal Copy (PC) Or Library Call #	Staff Use Only
		2 hrs	Over- night	3 days	One week		

(If you need more room, please attach another page.)

I understand that I, the Faculty member, am responsible for ensuring copyright compliance for all materials that I place on reserve and that all materials listed on this form either falls under Fair Use or that I have obtained permission from the copyright holder to use their material.

\_\_\_\_\_  
(Faculty Member Signature)

24676 \_\_\_\_\_ ID#: \_\_\_\_\_  
Faculty Member's Barcode # (on SNHU ID card)

Library Staff Use: Staff Member \_\_\_\_\_

Date Received \_\_\_\_\_