

# Course Reserve Request Form

Cannell Library (360) 992-2553 or [ccl@clark.edu](mailto:ccl@clark.edu); CTC iCommons (360) 992-6137 or [clanderson@clark.edu](mailto:clanderson@clark.edu)

## ALLOW 3 DAYS TO PROCESS

Clark College Libraries obeys the Copyright Law of the United States (Title 17, U.S. Code) and the Clark College Copyright Policy.

The library works with the instructor to keep appropriate records ensuring good custody of items. The instructor must respond promptly to notifications from library staff, including signing the annual course reserve form, or risk removal of their items from the collection.

Course reserve items should be owned by the instructor, department, or Clark College Libraries. Library staff will attempt to recover overdue materials according to established procedures. The library is not responsible for an instructor's personal copy that is damaged or lost and cannot reimburse the instructor for any late, billing, or replacement fees it collects.

Please see the complete Course Reserves Policy online at [http://library.clark.edu/content/policies#course\\_reserves](http://library.clark.edu/content/policies#course_reserves).

### Additional Information:

- ◇ We confirm the accuracy of the course reserve by re-signing this form every academic year. Outdated editions, changed class names, and mid-quarter retirements are discovered every Spring by this process. Thank you for your understanding.
- ◇ Items may be refused due to their condition, restrictions, value, size, or other considerations.
- ◇ Workbooks, standardized tests, published answer sheets, worksheets, or copies of the aforementioned items are considered "consumable" items and are expressly forbidden as course reserves.
- ◇ Instructors should supply a binder/folder for loose items and appropriate cases for media.
- ◇ Security stripping is a free service. We recommend it to prevent borrowers from accidentally removing an item from the library.

*Please sign that you will follow the complete Course Reserves Policy (available online):*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Course Information

Course name(s) and number(s) to list in library catalog: (ex. ART 101)

Instructor(s) to list in library catalog:  All staff listed for course in class schedule

Place on reserve for current academic year:

Primary Contact Name:

Phone / Ext:

Summer

Fall

Winter

Spring

Email:

Campus Mail Stop:

## Item Information (put additional items on reverse)

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

Loan Period:  3hr (with \$5 hourly overdue fee)  Overnight  3 day  7 day

# copies to place on reserve at: \_\_\_\_\_ Cannell Library (Main Campus) \_\_\_\_\_ Information Commons (CTC)

Add security stripping? Yes / No      Return to: \_\_\_\_\_

**Library Use Only**  
Call Number:

Date Processed:

Date Returned:

Please complete reverse side and sign or items cannot be processed.

Item Information		
Title: _____ Author: _____		
Loan Period: <input type="checkbox"/> 3hr (with \$5 hourly overdue fee) <input type="checkbox"/> Overnight <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day		
# copies to place on reserve at: _____ Cannell Library (Main Campus) _____ Information Commons (CTC)		
Add security stripping? Yes / No      Return to: _____		
<b>Library Use Only</b> Call Number:	Date Processed:	Date Returned:

Item Information		
Title: _____ Author: _____		
Loan Period: <input type="checkbox"/> 3hr (with \$5 hourly overdue fee) <input type="checkbox"/> Overnight <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day		
# copies to place on reserve at: _____ Cannell Library (Main Campus) _____ Information Commons (CTC)		
Add security stripping? Yes / No      Return to: _____		
<b>Library Use Only</b> Call Number:	Date Processed:	Date Returned:

Item Information		
Title: _____ Author: _____		
Loan Period: <input type="checkbox"/> 3hr (with \$5 hourly overdue fee) <input type="checkbox"/> Overnight <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day		
# copies to place on reserve at: _____ Cannell Library (Main Campus) _____ Information Commons (CTC)		
Add security stripping? Yes / No      Return to: _____		
<b>Library Use Only</b> Call Number:	Date Processed:	Date Returned:

Item Information		
Title: _____ Author: _____		
Loan Period: <input type="checkbox"/> 3hr (with \$5 hourly overdue fee) <input type="checkbox"/> Overnight <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day		
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