



Skyline College Library Faculty Reserve Request Form

Contact Information:

Last Name (Printed):	First Name (Printed):	Division:
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Phone: ()	Email:	
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Loaned Course Materials:

Course Number:	Course Name:	
<hr/>		
Title:		Edition:
<hr/>		
Author:		Keep on Reserve Until:
<hr/>		
Material Type:	Loan Period:	# of Copies:
Book DVD Other:	2 hour/Lib. Use Overnight 3 Day 1 Week	
(Staff Use Only):	(Staff Use Only):	39368
Item Call #:	Item Barcode #:	
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Course Number:	Course Name:	
<hr/>		
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Thank you for assisting with textbook affordability by loaning your materials to the Skyline College Library. Please allow 3 days for processing as each item on reserve will be barcoded and entered into the library database. Materials will be removed from the reserve collection at the end of each academic year and personal copies will be returned unless otherwise specified.

Signature:

If photocopied Materials are being submitted, please read and sign:

- Exempt materials are works not covered by copyright, government publications, materials for which the professor or instructor owns the copyright, and works in the public domain.
- Use of photocopied material that meets the four-factor fair use test in the Copyright Act will be considered fair use.
- The photocopied material will be limited to a small part of the total work: single articles or chapters; several charts, graphs or illustrations.
- The total amount of material included in the reserve system for a specific course as a matter of fair use should be a small proportion of the total assigned reading.

I understand that the materials I am placing on reserve at the Skyline College Library have been reproduced in compliance with Copyright Law.

Signature: