Mantor Library
Course Reserves Submission Form

Date:_____

INSTRUCTOR INFORMATION

Name:_____ Campus address:_____
Campus telephone:_____E-mail address:_____

2nd Instructor (if applicable)

Name:_____ Campus address:_____
Campus telephone:_____E-mail address:_____

COURSE INFORMATION

A copy of the course syllabus is REQUIRED with your initial reserve form.

Course title:_____Course number:_____

Course begin date:_____End date:_____Expected enrollment:_____

Loan period: _____ IN-LIBRARY ONLY (all videos, CDs, DVDs)
_____ OVERNIGHT (may be checked out one hour before closing; must be returned within one hour of opening the following day)
_____ ONE WEEK

COPYRIGHT COMPLIANCE

Please read and sign the following copyright statement:

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Signature:_____Date:_____
(Your signature above applies to all future material attached to this course reserve list.)

Please bring this form, the Course Reserves Item List(s), current course syllabus, and items to be placed on reserve to the Access Services Desk. Forms are available at the Access Services Desk or online at http://library.umf.maine.edu/faculty/index.htm. Please allow five days for processing of materials for reserve.

Revised 8/05