



- Reserve materials will be processed within 48 hours of receipt.
- Online reserve access by professor or course number will be available after processing is completed.
- Please be sure that your personal materials are labeled with your name and course number. (Post-It notes are ideal.)

## Reserve Materials Received (Course Record) Information

Today's Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

PROF/TA: \_\_\_\_\_ Ext.: \_\_\_\_\_ Mail Stop: \_\_\_\_\_  
(Last) (First)

Loan Period:  2 Hour (Library Use Only) \*  24 Hour  3 Day  7 Day  
\*Media items can only be given a 2 Hour checkout period.

Course: \_\_\_\_\_  
(Prefix) (Number) (Title)

Special Instructions: \_\_\_\_\_

New Reserve: \_\_\_\_\_ Add to Existing Reserve for this course: \_\_\_\_\_

**SIGNATURE BELOW INDICATES THAT I HAVE READ THE  
UNIVERSITY OF NEVADA, LAS VEGAS PHOTOCOPYING GUIDELINES  
AND CERTIFIES ONE OF THE FOLLOWING:**

- (1) The copy/copies I am placing on reserve meet(s) the tests of brevity, spontaneity, and cumulative effect and other fair use provisions as defined in those guidelines.
- (2) Permission to copy has been obtained by the copyright owner.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Semester and Year)

**PLEASE LIST ALL ITEMS ON REVERSE SIDE**

### Music Library Use Only

Reserve Number Assigned: \_\_\_\_\_  
Processed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Call Number(s) Assigned: \_\_\_\_\_  
Reserve Record #: \_\_\_\_\_

