



- 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 PHOTPCOPYING 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 #: _____

