

BLACKHAWK TECHNICAL COLLEGE LIBRARY CURRICULUM RESERVE FORM

CURRICULUM RESERVE GUIDELINES

1. All materials placed on reserve shelves must be owned by the library, a department or an instructor.
2. All materials submitted for reserve must be accompanied by a completed Curriculum Reserve Form.
3. Curriculum Reserve policy is based on fair-use provisions established by the federal Copyright Act of 1976 (17 U.S.C. Section 107)
4. BTC Library is not responsible for damaged or lost departmental or personal copies.
5. **All curriculum reserve materials will be removed from the library's reserve shelves at the end of each semester. Departmental or personal materials not picked up at the close of the semester will be returned to the faculty member's office or department. Reserves for upcoming semesters must be accompanied by a new Curriculum Reserve Form.**

(*Required fields)

*Faculty member name: (please print) _____ *Course/Division: _____

*Faculty signature: _____

*Reserve begins: _____ *Reserve ends: _____

*Format: Book _____ Magazine/Journal Article _____ AV _____ Other _____

*Is the item a photocopy? Yes _____ No _____ (item may be subject to copyright restrictions if it is a photocopy)

*Owner: Library _____ Instructor _____ *How many copies for each circulation period? _____
Library Only Overnight 3 days 7 days

Book/AV: *Title: _____

*Edition: _____ *Copyright Date: _____ ISBN _____

*Subtitle _____ *Author: _____

Magazine/journal: *Name: _____ *Volume _____ *Issue _____ *Pages _____

*Article Title and Author: _____

Other: _____

Staff Only:

Assign Barcodes, Shelf Numbers and Circulation guidelines:

Barcode: _____

Shelf: _____

Circulate: _____

Data Entry Completed: Date _____ Initials _____

Labels applied; item shelved: Date _____ Initials _____

Completed reserve form returned to faculty member: Date _____ Initials _____