

HUMBOLDT STATE UNIVERSITY LIBRARY / PRINT RESERVE REQUEST

Instructor's name	phone # / email	Course number	CRN	<input type="checkbox"/> Will pick up items at end of semester (EOS)	<input type="checkbox"/> Other:
				<input type="checkbox"/> Please return items in campus mail at EOS	

All photocopies must comply with the **Copyright Revision Act**: Only **single copies** of photocopied material will be accepted; only **one chapter from a book or 1/10th**, whichever is reached first; **one article from a periodical or newspaper**. The material must indicate the source from which it was obtained. (All photocopied material will be considered copyrighted unless there is evidence to the contrary.)

CALL NUMBER (OR PC)	AUTHOR (LAST NAME FIRST)	TITLE	TYPE OF RESERVE*	NUMBER OF COPIES	DATE PROCESSED	PROCESSED BY	VERIFIED BY	DATE TAKEN OFF	TAKEN OFF BY	TOTAL CHECKOUTS

*** Type of Reserve: enter number 1, 2, or 3 to indicate the type of Reserve**

1) ONE DAY RESERVE May be checked out any time; due before closing on the next day	2) TWO HOUR RESERVE Circulates for 2 hours during the day; overnight use permitted one hour before closing	3) LIBRARY USE ONLY Circulates within the library for 2 hours (Recommended for required course texts)
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*** The Library cannot be responsible for damage to or loss of personal items placed on Reserve. ***