

# St Olaf College Reserves

Rolvaag Library

Please print this form and submit at the circulation desk with the item you wish to place on reserve.

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

---

**Reserve Loan Periods:**

- 2 Hour  
 4 Hour  
 3 Day  
 Electronic (for Photocopies)

**Course Information:**

Professor: \_\_\_\_\_  
Department: \_\_\_\_\_  
Course #: \_\_\_\_\_ Section(s): \_\_\_\_\_  
Course Title: \_\_\_\_\_

---

**Reserve Material Information:**

Call #: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Source Citation for Photocopy: \_\_\_\_\_

# of Copies: \_\_\_\_\_

---

**Period Needed on Reserve:**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Semester I  | <input type="checkbox"/> Summer Session I      |
| <input type="checkbox"/> Interim     | <input type="checkbox"/> Summer Session II     |
| <input type="checkbox"/> Semester II | <input type="checkbox"/> Other: _____ to _____ |
|                                      | Date                      Date                 |

---

**Copyright Considerations:**

Please indicate which of the three conditions your reserve request meets:

This item is currently covered by copyright restrictions, but I have received permission from the copyright holder to use this material in the manner requested.

I believe my use of this item falls under the "fair use" exception to copyright restrictions.

I believe my use of this item is not subject to copyright restrictions.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Guidelines for placing materials on reserve are available at:  
<http://www.stolaf.edu/library/libinfo/reserves.html>