



Richter Library Course Reserves Faculty Personal Material Guidelines

IN ORDER FOR YOUR PERSONAL MATERIAL(S) TO BE PLACED ON RESERVE, WE NEED THIS FORM ON FILE. BY SIGNING THE FORM BELOW, YOU ARE ACKNOWLEDGING ITS TERMS.

Dear Faculty:

While the library strives to keep all materials secure, please be aware that there may be a slight risk of damage to or loss of any of your personal copies of items placed on reserve. Preventative measures are taken against theft and/or damage of material(s) placed on reserve, which include bar coding, reserve labels, and security measures that activate the Library's gate alarm system. However, material(s) are occasionally lost or damaged due to theft and/or patron use. In the event this does happen, Reserve Services cannot compensate you for the value of your personal materials nor replace it.

Personal material(s) placed on reserve will have a:

- Label on the spine with the course number, assigned call number and professor's last name
- Barcode on the back cover
- Reserve label indicating circulation loan period
- Sensitizing strip

Reserve Services will notify you if your materials are missing and/or damaged. You may submit replacement copies.

Faculty providing a reserve are agreeing to above disclaimer.