

# ASU Hard Copy Reserve (Use this form to place NON-electronic items on reserve.)

Instructor\* \_\_\_\_\_ Department \_\_\_\_\_ Phone \_\_\_\_\_ ASU Email \_\_\_\_\_

\*If the course needs to be cross-referenced, please indicate the name of each instructor.

Reserve requests are valid for the session marked. Course Name & Number \_\_\_\_\_

CHOOSE A TERM: (Full Academic YEAR ) ( FALL ) ( SPRING ) ( SUMMER Sessions: FULL 1st 2nd 3rd )

Check out period for materials: 2 hour \_\_\_\_\_ 1 Day \_\_\_\_\_ 3 Day \_\_\_\_\_ 7 Day \_\_\_\_\_

The materials that I am submitting for reserve abide by the Copyright Law of the United States, the Board of Regents of the University System of Georgia Guidelines, and the Augusta State University Guidelines. The following websites provide more information concerning copyright:  
 ASU Policies ..... University System Policies ..... U.S. Copyright Policy

Instructor signature \_\_\_\_\_

**Record the call numbers for library materials.**

Call Number	Author	Title	Status (For Office Use)

Submit materials and form at the circulation desk, or fill out, save and email this form and have any materials delivered. After we process your materials, we'll send a confirmation email to your ASU account.

**FOR OFFICE USE ONLY:** Date Received and Initials of Desk worker: \_\_\_\_\_

Date Posted: \_\_\_\_\_