**COOK LIBRARY RESERVE**

*Cook Library is not responsible for damage to OR loss of personal items placed on Reserve*

Instructor’s Last Name ___________________ First Name ___________ USM ID#_________________

Telephone number ___________ Box number _______ Email address __________________________

Course # (with dept code) ______________ Course Name _______________________________

Number of students in class ______________ Semester/year _____________________________

Remove books and media _____at the end of semester, or _____when notified by instructor.

<table>
<thead>
<tr>
<th>Call number</th>
<th>Title</th>
<th>3-hr</th>
<th>Overnight</th>
<th>3-day</th>
<th>7-day</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Library-owned material only)</td>
<td>(NOTE: Only the titles are identified in Anna for personal items placed on Reserve.)</td>
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</tbody>
</table>

By submitting Reserve requests, I have read, understand, and agree to the copyright guidelines of the University Libraries. ________________________________

(Updated August 16, 2018)