



UNIVERSITY of HAWAII[®]
HILO

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HAWAII
COMMUNITY COLLEGE

RESERVE MATERIAL REQUEST

Please completely fill out one form for each item to be placed on reserve. **Allow up to 10 working days for adding materials.** For more information, call 932-7286, email reserve@hawaii.edu or visit our website <https://hilo.hawaii.edu/library/reserves>

Library Use Only	
Date received	_____
Initial	_____
Barcode	_____
Call #	_____
Processed	_____ By _____

COURSE NAME & NO. <i>(e.g. ENG 200)</i>		ENROLLMENT	PHONE
INSTRUCTOR		E-MAIL _____ @hawaii.edu	
HOME CAMPUS:	UHH _____	LOAN PERIOD: <i>(check one)</i> E-Reserves No Longer Accepted.	
	HawCC _____	LUO (Library Use Only) 2 hours _____ 4 hours _____	
Other _____ <i>(identify)</i>	1 Day _____	2 Days _____	7 Days _____ Term Loan _____
SEMESTER: <i>(please indicate year)</i>			
Summer _____	Fall _____	Spring _____	_____

RESERVE ITEM BELONGS TO:	Personal _____	number of copies: () _____	Library _____	Call No.: _____
FORMAT: Book _____	Chapter _____	Journal article _____	DVD _____	Other _____
<i>(check one)</i>		<i>(please describe e.g. ukulele, VHS tape, etc.)</i>		

Book Title:	Vol./Ed.
Chapter Title (optional): _____	
Author/Editor(s): _____	
Publisher/Date: _____	ISBN #: _____

Journal Title:			
Article Title:			
Author: _____			
Date: _____	Vol./No.: _____	Page Nos.: _____	ISSN #: _____

AV or Other Items - Title:
<i>(Read and check)</i> I HAVE ATTACHED A CLASS ROSTER FOR MY LUO (Library Use Only) ITEMS. Roster to include students' first and last names with UH ID number.

Faculty are responsible for obtaining copyright permission for materials they request to place on Reserve.

LIBRARY USE ONLY

Course Reserves Policies and Procedures for Faculty

Reserve materials are supplemental course-related materials that are designated by the course instructor. They can be print materials or AV materials. Other materials are at the discretion of library staff. They usually have shorter loan periods and are only available to the students enrolled in the course. For Distance Learning Course Reserves, you may contact the Distance Learning Librarian at 932-7331.

1. Complete one Request Form for each title. The form can be submitted via email to **reserve@hawaii.edu** or at the Circulation Desk. **Allow up to 10 working days for processing.**
2. When placing DVDs or other items on Reserve for LUO (Library Use Only), instructors must submit a class roster before the items can become available to students. Roster needs to include students' first and last names and UH ID numbers.
3. Personal books may be placed on Reserve with the understanding that damage, loss, or theft is a possibility. **Disclaimer for Personal Copies:** The Mookini Library will not be responsible for an{ damaged, missing, and/or lost personal copy while on Reserve. Although staff takes all reasonable precautions, personal materials on Reserve are at some risk. Do not place valuable or irreplaceable items on Reserve.
4. **The Mookini Library no longer accepts e-reserves.**
5. Materials borrowed through interlibrary loan, Closed Shelves and Reference may not be placed on Reserve.
6. Materials may be kept on Reserve only for the duration of the specified course, usually one semester.
7. In order to place student work on Reserve, written permission must be obtained from the author. Permission forms are available at the Circulation Desk.
8. Photocopying and scanning of materials will be charged back to the department at 15¢/page.
9. **Please allow up to 15 working days for removing materials.**

Copyright Guidelines

The Mookini Library reserves the right to refuse to place materials on Course Reserves if fulfillment of the request is judged (by the Library) to violate copyright law.

I have read and understand the above policies and procedures:

Signature

Date