



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 7 working days for adding materials.** For more information, call 932-7286, email [reserve@hawaii.edu](mailto:reserve@hawaii.edu) or visit our website at <http://guides.library.uhh.hawaii.edu/reserves>

### Library Use Only

Date received \_\_\_\_\_  
Initial \_\_\_\_\_  
Barcode \_\_\_\_\_  
Call # \_\_\_\_\_  
Processed \_\_\_\_\_ By \_\_\_\_\_

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

<b>RESERVE ITEM BELONGS TO:</b>	___ Personal	# of copies: ( )	___ Library; Call No.:
<b>FORMAT:</b> <i>(check one)</i>	Book _____	Chapter _____	Journal article _____
	Videotape _____	DVD _____	Cassette tape _____
			Lecture notes _____
			Compact disc _____
			CD-ROM _____
			Other _____

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

<b>Journal Title:</b>			
<b>Article Title:</b>			
Author:			
Date:	Vol./No.:	Page Nos.:	ISSN #:

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

*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, AV materials, or digitized PDF files. 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](mailto:reserve@hawaii.edu) or at the Circulation Desk. Allow up to 7 working days for processing.
2. When placing DVDs on Reserve for LUO (Library Use Only), instructors must submit a class roster before the DVDs 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. Book chapters, journal articles, and lecture notes can be placed on electronic Reserves. Adobe Acrobat Reader is required to access the e-Reserve materials (see below for copyright guidelines).
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:*

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*Signature*

*Date*