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| **Please review** [**Reserve Guidelines**](http://www.ramapo.edu/library/files/2016/01/facguidelinesforcoursereserves.pdf)  **before filling out a request.**  ●Allow ONE WEEK to process items; please wait until you receive a confirmation email before assigning reserves to students.  ●Faculty is responsible for adhering to copyright compliances (see library website).  ●Photocopies over 25 pages will be processed as a print reserve due to copyright restrictions.  ●The Library cannot be held responsible for lost or missing items.  ●Please note, for your students, reserve items only circulate for 4 hours at a time and incur strict overdue fines if returned late. | **Instructor Name:** | | |
| **Ramapo Email:** | | **Telephone:** |
| **School: (CHECK ONE)**  **ASB CA SSHGS SSHS TAS Other** | | |
| **Course Number**: (e.g. MATH 115) | **Course Title:**  (e.g. Pre-Calculus) | |
| **Items to be removed from reserve at the end of: (CHECK ONE)**  **Spring Fall Summer 1 year**  All items will be removed after 1 year unless we are otherwise notified. | | |
| **You have the option to make your personally owned items “Library Use Only” (i.e. students will only be able to use them *within* the library). Please note, this is *only* for personally owned items not library owned items.**  **Yes, I want my books to be “Library Use Only”**  **No, I want my students to be able to take my books outside of the library.** | | | |

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| Please write the Title and Author of each item. Use the title shown in your syllabus.  For book chapters processed as e-reserves, please use chapter or article titles. | Library Use Only | | |
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