



J. F. Drake Memorial Learning Resources Center Course Reserve Form

Semester: _____ Put On: _____ Taken Off: _____
Instructor: _____ Department: _____ Extension: _____
Course: _____ Course Code: _____ Enrollment: _____

Please see the Drake LRC's Course Reserve Policy for information regarding what can and cannot be placed on reserve.

ITEMS IN THE LRC TO BE PLACED ON RESERVE

Please provide as much information as possible below to assist us in locating the item.

Call Number	Title	Author	Format	Comments

PERSONAL COPIES TO BE PLACED ON RESERVE

Remember to retrieve your items at the end of the semester.

Title	Author	Format	Comments

I attest that any for the items listed above which are still under copyright, I have secured permission to use these items where appropriate under the provisions in federal copyright law and understand that, if applicable, I am required to provide the Drake Learning Resources Center with a copy of that permission.

Name

Signature

Date

Please bring this completed form to the Course Reserves desk or email it to
Martha Fuerst, Head of Access Services, at martha.fuerst@aamu.edu
along with any personal copies of items you wish to place on reserve.

Direct any questions you may have to Martha Fuerst via email, or at extension 4728.