

UNLV Music Library Reserve Request Form

Date: _____

Removal Date: _____

PROF/TA: _____
(Last) (First)

Ext.: _____ Mail Stop: _____ Email: _____

Course: _____
(Prefix) (Number) (Title)

- ☐ New Reserve
☐ Add to existing reserve for this course

Loan Period:

- ☐ 2 Hour (Library Use Only)* ☐ 24 Hour ☐ 3 Day ☐ 7 Day

*Media items can only be given a 2 Hour checkout period.

Access to electronic sound reserves must be limited to students actively enrolled in the above course.
Please provide a password of 5-10 characters for this purpose: _____

I have read the Music Library reserves policy at <http://www.library.unlv.edu/music/info/reserves.html> and am in compliance with the guidelines. By signing I agree that I am responsible for ensuring compliance with copyright law. I also agree that the library reserves the right to refuse placing any materials on reserve if library staff members determine that they are in violation of the Library Reserve Policy or Copyright Law.

(Signature)

(Date)

(Semester and Year)

Guidelines for electronic reserves:

Sound Recordings:

- Compact discs for all tracks placed on electronic sound reserve will be concurrently placed on physical reserve for use in the Music Library only.
- Only sound recordings owned by the library can be placed on electronic sound reserve.
- Required sound recordings will not be placed on electronic sound reserve.

Text Materials

- Items must be no larger than 8 ½" X 11".
- Items must be free of staples, not folded, dog-eared or tattered, and without black borders or dark pictures.
- Do not use shading over texts as this will cause text to be blacked out once scanned.
- Scans that result in large file sizes may have to be split into multiple files.
- Leave ample margins on all sides. Content that is less than ½" from any border may be truncated.

Please list all items on reverse side or attach a list.

Electronic Reserves

[illegible]

Physical Reserves

[illegible]