

Instructional Media Resources Temporary Media Reserve Form.

Form must be filled out completely and submitted with materials in order for IMR to process reserve request.
(Grayed areas are for staff use only).

Title	Format	# pieces	Loan Codes*	Date Rec'd	Date Ret'd

*1 IN-HOUSE USE, 3 HR. LIMIT

*2 CHECK-OUT OF IMR -7 DAYS - NO RENEWALS

Assignment Dates: Begin _____ End _____

Semester: _____ Year: _____ Today's Date: _____ Instructor: _____

Course Prefix and Number: _____ Faculty Box #: _____ Campus Phone Number: _____

Please check one: Material is property of instructor Material is property of department

Instructions: Have students sign roll at circulation desk Give student printed material per instructions Other _____

_____ This material may be returned to me through campus mail if it has not been picked up by _____(date).

*All items will be removed from Temporary Reserve one week after the end of the current semester. Please allow a minimum of 48 hours (2 working days) for items to be processed.
Note: Items will be placed on Reserve in accordance with the Media Library's Reserve Guidelines and copyright policy. For more information visit:
<http://www.mtsu.edu/~imr/mediareserve.html>.*

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WAIVER FOR PERSONAL COPIES

I release IMR Media Library from any financial responsibility should my personal copy/copies be lost or damaged. Further, I realize these items will be processed by IMR Media Library staff for placement on Media Reserve. Department items that circulate for 73 days and become lost will be billed at the current Bowker Library Annual average price for the applicable format plus a \$20 processing fee.

THIS WAIVER MUST BE SIGNED BY THE INSTRUCTOR BEFORE PERSONAL ITEMS ARE PLACED ON MEDIA RESERVE.

NAME: _____ **DATE:** _____

SIGNATURE: _____