

UC Berkeley Library COURSE RESERVE PERSONAL COPY FORM

Instructions:

1. Save this form to your computer.
2. Please complete a separate form for each item you are loaning.
3. Open and complete the form with Adobe Acrobat.
4. Save the completed form to your computer.
5. Deliver the Course Reserve Personal Copy form in person, by mail, or via email to the Circulation Desk of the reserving library.

Dept & Course Number: _____ Semester & Year: _____

Instructor Name: _____

Instructor Email: _____ Instructor Phone: _____

Instructor Campus Address: _____ Mail Code: _____

Other Contact Name, Email, Phone: _____

(If someone other than instructor should be contacted if there are problems with the materials)

TITLE (as to be listed in OskiCat): _____

AUTHOR: _____ EDITION (if critical): _____

Material Type: Book Reader Lecture Notes Homework/Problem Set Miscellaneous/Other

Number of Copies Loaned: _____ Check if require "Library Use Only" Check if request 1 day loan instead of 2 hour

Special Instructions (if any): _____

End of Semester Return: Receive items via campus mail Prefer to pick up items from Library

FOR OFFICE USE ONLY

Date Received: _____ Receiver's Name: _____

CALL NUMBER: _____ Barcodes: _____

Off Reserves Date: _____ Initials: _____ Returned via campus mail Picked up by _____

Signatures: _____ Date: _____

About Personal Copies Placed on Course Reserve

Please think carefully before loaning your personal copy of an item, and do not hand in your only copy of a reading for course reserves.

The Library will mark the item during reserves processing and that process may depreciate the item's value.

These items will circulate and may be lost, damaged or vandalized by borrowers.

You have the option to designate your personal copy as "Library Use Only" which should limit the likelihood of loss.

Your personal copy reserve will be searchable via OskiCat by course title, course number, and instructor. It is important that the title you assign the reading corresponds to the syllabus or the information you will give your student to find the item.

We recommend providing one copy for every 25 students enrolled in the course. For homework sets provide one copy for every 10-15 students.

Place all loose material (such as articles, lecture notes, and problem sets) in a binder for each set you wish to circulate as a group.

Please attach a syllabus and/or number the binders so the Library can order the articles in OskiCat to mirror the order they are assigned.

Each set of homework solutions or problem sets must come in its own binder that will stand up to heavy use. Some libraries prefer 3-ring binders while others prefer clamp-spring style binders. Folders are not acceptable since items are otherwise easily lost or put out of order.

We encourage you to prepare backup copies of unique materials placed on reserve. We may contact you (or another designated contact person you note) to notify you of an item's inaccessibility and to request a replacement copy. The Instructor or GSI is responsible for adding new pages to the homework sets or problem sets, and replacing copies that go missing during the semester.