



## Course Reserves Request—Media

To place a personal or departmental copy of a video or media item on reserve at CNM Libraries, fill out this form and bring it along with the video to the library. Reserve items will be processed in the order received, and under normal circumstances will take one week from the date received to be ready for student use. As the beginning of the semester is a busy time for the libraries, we encourage faculty to submit their reserve materials well before classes begin. Media items will be placed in library cases so that they can be checked out; please hold on to your own media cases.

Media can be placed on reserve for up to one year. If library staff is not able to contact you to collect or renew a reserves media item after one year, it will be considered a donation to CNM Libraries and treated in accordance with CNM Libraries Collection Development Policy. Please provide accurate contact information below.

CNM Libraries will not accept any materials for course reserves that may be in violation of the US Copyright Act. For example, we may not accept any homemade copies of media items. It is the responsibility of the instructor to secure any copyright permission when placing items on reserve.

**Department:**     AT     BIT     CHSS     SAGE     HWPS     MSE     Other

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**Instructor:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_

**Dates:**                      **From:** \_\_\_\_\_                      **To:** \_\_\_\_\_

Course Number	Title	Format (DVD, VHS, CD)	Length of Video	Publication Year	Location
					<input type="checkbox"/> Main <input type="checkbox"/> JMMC <input type="checkbox"/> WS <input type="checkbox"/> SV
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If you have read and agreed to all of the above, and certify that the materials you are requesting to put on reserve at CNM Libraries are in compliance with the US Copyright Act, please sign below:

**Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_