

# Course Reserves: Request Form

Instructor's Name:		Borrower User #:
Email:		Phone #:
Course Name:		
Course Code:	Course Start Date ( DD / MM / YYYY ):	Course End Date ( DD / MM / YYYY ):

**BOOK OR VIDEO TO BE PUT ON RESERVE** (Please check one):  book  video

Title:		
Author / Producer:	Edition (if applicable):	# of Copies:
After the course end date I will (please check one): <input type="checkbox"/> Donate my personal copies to the LLC <input type="checkbox"/> Pick up my personal copy		
<p><b>PLEASE NOTE:</b> All library copies will be returned to the library shelves after the course end date. Personal copies to be picked up will be kept for 3 months after the course end date after which the library will consider those items as the property of the LLC.</p>		

**PHOTOCOPIED ITEM TO BE PUT ON RESERVE:**

Title:		
Author:	Page range:	# of Copies:
Journal / Book Title:	Vol.# and Issue # (if applicable):	Edition (if applicable):
<p><b>PLEASE NOTE:</b> We are required to destroy all photocopies submitted to the Library Reserve after the course end date as per the George Brown College Fair Dealing Policy.</p>		

**PLEASE INDICATE YOUR AGREEMENT TO THE FOLLOWING:**

<p>1. We require 5 business days to process your request.</p> <p>2. Unless otherwise instructed, the library will process and secure all items, by attaching a security device, stamps, and labels.</p> <p>3. I agree that all the following conditions have been met with respect to any Photocopied Items I have submitted to the Library Reserves.</p> <ul style="list-style-type: none"> <li>a. All photocopied items have been copied within the copying guidelines specified in Part II of the George Brown College <a href="#">Fair Dealing Policy</a>.</li> <li>b. All photocopied items that exceed the copying limits of the George Brown College Fair Dealing Policy have been copied with the permission of the copyright holder and the documented permission can be supplied if requested.</li> <li>c. All photocopied items are supplemental or optional readings and comprise no more than 25 percent of the required readings for the course.</li> <li>d. No more than one copy per every 30 students has been submitted to the Reserves.</li> </ul> <p>Signature of Instructor: _____ Date Submitted: _____</p>
---

FOR OFFICE USE ONLY Call # (Library copy):	Barcode #:
--	------------

Please direct any questions regarding reserve items or procedure to:

**Casa Loma Library Learning Commons**  
Reference Desk  
Email: [llc@georgebrown.ca](mailto:llc@georgebrown.ca)  
Phone: 416-415-5000 ext. 4625  
Fax: 416-415-4765

**St. James Library Learning Commons**  
Reference Desk  
Email: [llc@georgebrown.ca](mailto:llc@georgebrown.ca)  
Phone: 416-415-5000 ext. 2004  
Fax: 416-515-2698