

California State University, San Bernardino  
 Pfau Library Reserve  
 Faculty Electronic Reserve Form

Date & Time of Request \_\_\_\_\_

**PROCESSING OF MATERIAL REQUIRES A MINIMUM OF 3 DAYS**

Instructor \_\_\_\_\_ Instructors Web Page URL \_\_\_\_\_  
Last name, First name

Department & Course Number \_\_\_\_\_

**Place on Reserve for:** Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**To Speed Processing:**. Reserves must be submitted on this form (typed or printed clearly). Copies of your original will be placed in Reserve Notebooks for CSUSB students use only.

**Library Reserve will adhere to copyright and fair use guidelines.  
 Thus, published materials must be accompanied by the copyright permission.  
 These items can only be on Reserve for a quarter at a time.**

Library Call No.	Author	Title as You Wish for it to Appear on the PAC

- \_\_\_ Is the material copyright registered? If so, have you obtained copyright permission?
- \_\_\_ Is the material written by a student? Please submit permission form.
- \_\_\_ If the material is written by you (lecture notes, homework solutions, sample exams, unpublished articles) your signature below allows the Reserve Desk to process and make it available to your students

Signed \_\_\_\_\_ Date \_\_\_\_\_