Instructor/Department Owned Materials on Library Reserve Agreement

As a service to instructors and students, the library accepts instructor and department owned materials, on a temporary basis, for its Reserve collection. Materials must comply with the Acceptable Materials guidelines for Reserve items.

These materials remain the property of the instructor/department, and the Library is not responsible for loss or damaged of the materials. In the event of lost or severely damaged items, the instructor or department will be notified as soon as possible. Replacement of departmentally/instructor purchased material is the responsibility of the department/instructor holding ownership.

Fees associated with the loss or damage of instructor/department owned materials are charged to the patron responsible. University financial procedures and the Library Collections Policy (519) do not permit reimbursement for lost or damaged personally owned items. The Library, in accordance with the Library Collections Policy, may consider purchasing a replacement reserve copy to remain part of the Library’s collection.

I have read and understand the above policy on instructor/department owned materials on Library Reserve:

Instructor name:

Instructor signature:

Date: