Reserve form for articles & book excerpts

- Copies of articles and book excerpts must be optional or supplementary sources of information for students.

- **Do not supply your own copies.**
  The library will make copies of instructor-owned material for reserve according to the ACCC Fair Dealing Policy and the Copyright Act of Canada.

- Excerpts of library-held books and articles available online will not have paper copies placed on reserve. The library books and article e-links can be provided on reserve.

- There is a limit of one copy for each 30 students up to a maximum of three copies.

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### Instructor name: 

<table>
<thead>
<tr>
<th>Date submitted</th>
<th>Title of article/excerpt</th>
<th>Article/excerpt author(s)</th>
<th>Journal name or book title</th>
<th>Volume/issue book author/ed. pub.date/edition page numbers</th>
<th># of copies</th>
<th>Loan period</th>
<th>Removal date</th>
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**Camosun College Library**
Lansdowne: lanreserve@camosun.bc.ca
Interurban: intreserve@camosun.bc.ca

**Loan periods available:**
- 2 hours
- 2 hours during day & overnight 2 hours before closing
- 72 hours

**Late return charges:** $1.00 per hour continuously over the 24-hour clock

At the beginning of term, please allow one week for processing of material. During term, 48 hours processing time should be allowed.