

Please print and sign this form and submit it with your media reserves items.

American University Library
Media Services Department

Media Services Reserve Materials Deposit Form

Faculty Name _____

I hereby state that the audio/visual materials that I am depositing on reserve have been fully prepared or acquired.

I understand that any offprints including those made in the home by you are kept on reserve for ten consecutive school days from the date of the offprinting. Beyond this ten day period requires copyright authorization. This restriction is imposed in compliance with the Steiner Guidelines for offprinting for educational purposes.