

TCNJ Library Course Reserves Request Form – Music and Media

Semester	
Course Number	
Class title	
Professor (full name)	
Email and Phone no.	

For Streaming Audio Reserves:

Format	Call Number	Title	Composer/Performer		Disc & Track #	Selection title

*Please return this form to Beth Lawton, Supervisor of Media Access Services, Room 403 or email as an attachment to lawton@tcnj.edu. Allow **48 hours for media items** to be put on reserve and **2 weeks for streaming audio** processing.

* Personal copies: Instructors may place copies of **legally acquired** materials on reserve. Materials must be clearly marked with the instructor’s name and the class. Media Access Services cannot assume responsibility for materials damaged during use. Although reasonable care is taken to prevent damage, damage may occur due to misuse of equipment by user.

* Media Access Services will not accept materials recorded off the air, or illegally copied or compiled tapes without the written permission of the copyright owner.