

**PERSONAL COPIES
HOMER BABBIDGE LIBRARY**

Personal Copies Policies

- Personal copies of books, DVDs, and CDs are placed on Reserve at the owner's risk. Although we, the UConn Library, make every effort to safeguard materials, we are not responsible for damaged or lost personal items.
- We will attach book pockets and barcodes to your personal items. At pick-up, these will be removed to the best of our ability.
- Personal copies must be picked up at the end of the semester unless you plan to use them in the immediately following semester. Reserve Staff will email you at the end of the semester to receive pick-up confirmation.
- If you choose to have your personal copies returned to you via inter-campus mail, the email confirming it has been mailed serves as the pick-up confirmation.
- Please contact Reserve Services staff if you have other types of personally owned items you wish to put on Reserve, to see if the request can be accommodated.

Instructor Name:

Contact Information:

UConn email (preferred) or phone.

Choose a pick-up option for your personal copies:

Date:

- End of current semester End of current academic year

Method:

- iDesk pick-up
 Mail back through inter-campus mail

Office address:

Reserve Information:

Today's Date:

_____ / _____ / _____

Semester & Year of Reserve:

Department:

Course Number:

Loan Period (check one):

- 3 hours (No Exit / In Library Use Only)
 1 Day
 3 Days
 7 Days

Note, all DVDs are 4-hour loans.

Comments: