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| [**Submit to Crumb Reserves**](mailto:reserves@potsdam.edu?subject=Crumb%20Reserves) **Course Reserves Form** [**Submit to Crane Reserves**](mailto:reserves@potsdam.edu,%20gomezat@potsdam.edu?subject=Crane%20Reserves)   |  | | --- | |  |   **Instructions: For Library items use columns 1-4, for all other items use columns 2-6. Please allow 3 business days (M-F) for processing.**  **Column 4:** Materials will loan for 3 hours (standard loan period) unless **2 Day** loan is selected.  **Column 5:** Enter Icon- A.bmp Photocopy (Library owns original) Icon- B.bmp Personal or School/Department owned Icon- C.bmp Public Domain.  **Column 6:** Non-Library material will be returned by campus mail unless **Pick Up** is selected. |

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| **Course Number** |  | **Instructor\*** | |  | | |
|  | (Please print) |  | | |  |  |
| **Course Name** |  | **Phone** |  | | **Email** |  |
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| \*As the Instructor, I acknowledge that the materials submitted below comply with ***Copyright Laws and Guidelines***. | ***For Staff Use Only*** |

| **Call Number**  **(*Library Items*)** | **Title** | **Removal**  **Date** | **2**  **Day** | **Owned by** | **Pick Up** | **Date Added**  **(Initials)** | **Date Removed**  **(Initials)** |
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