

Reserve Personal Material Responsibility Disclaimer Form

Dear Faculty:

Rush University Library takes preventative measures against theft and/or mutilation of materials placed on reserve, which include bar-coding, reserve tapes, and security measures that activate the library's gate alarm system. However, materials are occasionally lost or damaged due to theft and/or mutilation.

If you wish to place on reserve PERSONAL copies of books, you are agreeing that the material will be subject to the following processing:

- **Barcode on back cover**
- **Reserve sticker and call number on spine label**
- **Date due slip on the back inside cover**
- **Software that accompany book, 2 additional labels**
- **Normal library material wear (highlighting, writing, broken spines, and page tears).**

Rush University Library cannot be held responsible or liable for mutilation of your personal materials.

I have read and agree to the above disclaimer and would like to place my personal materials on reserve.

Faculty Signature

Course and Course #

Date