

Hawai'i Pacific University Libraries
AV-Media Reserves Request Form

- **Please complete one form per course** and send to the Library at Waterfront Plaza, Access Services, or e-mail to *circulation@hpu.edu*.
- Viewing location for students: Library at Waterfront Plaza, Suite 6302
 - Loan period: 3 hours unless otherwise specified.
- Copyright information: Media materials (DVD's, VHS tapes and CD's) in the Libraries are protected under and subject to copyright regulations. Unauthorized duplication is prohibited by law.

Instructor name: _____	Phone: _____
Department: _____	Email: _____
Course and section number: _____	Semester & Year: _____

I take full responsibility for the material listed on this request form, and affirm that:

1) Use of the material falls within the Fair Use provision of copyright law, **OR**
 2) I have obtained permission from the copyright holder(s), **OR**
 3) The material is within the public domain.

Faculty signature _____ Date _____

Video Title	Call No.*	Start date	End Date	Loan Period:	Library Staff Use
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Accepted by (library staff initials): _____

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