



**Troy H Middleton Library**

**Permission slip for personal copies placed on Reserve**

**Reserve Semester** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Personal copies will be treated the same way as library items; namely;

1. A call number will be attached to the spine or front of the cover.
2. Security strips will be added for any material to be housed as "BULDING USE ONLY".
3. A book pocket and appropriate circulation loan slips will be added to the inside cover of the book.

Authorized signee agrees that LSU Libraries may proceed with placing these personal copies on reserve following the steps listed above.

**Authorized signature** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**Date** \_\_\_\_\_

**RESERVE #** \_\_\_\_\_

**PHONE: 225/578-6722 FAX: 225/578-8612**