REQUEST FOR LIBRARY RESERVE

Please fill out the form completely and legibly.

Instructor’s Name: _______________________________ Phone #: _______________________________

Course Name: _______________________________ Course #: _______________________________

FOR BOOKS

Books that are in the library’s collection can be put on reserve for more than one semester. Books that don’t belong to the library can only be put on reserve for one semester unless faculty member obtains documented permission from the publisher. *

Title: __________________________________________

Author(s): _______________________________ Specific page numbers or chapters? ______________________

FOR ARTICLES

Articles may be put on reserve for one semester without having to obtain copyright permission. Please check with library staff if an article is to be used for more than one semester as copyright permission must be obtained from publisher.

Journal Title: _______________________________

Article Title: __________________________________

Author(s): _______________________________ Page(s): _______________________________

Date: ____________________ Volume #: ____________________ Issue #: ____________________

How long do you need this item to be on reserve? _______________________________

Usual loan period for reserves is 2 hours. If you would like a different loan period, please list it here: ______________________

Specific instructions for student use of this item? _______________________________

Instructor’s Signature: ________________________ Date: ________________________

*If you intend to use this item for more than one semester, there is the possibility that we can order the item to be added to the library’s collection. Books can also be gifted to the library and placed into the collection.