

Course Reserve Request Form

Please fill out a form for each item that you want on Reserve and allow three working days for items to be processed before sending students over to access materials. All requests will be processed in the order in which they are received.

Date of Request _____

Instructor Name _____

Contact # _____

E-mail Address _____

Course Name and Course # _____

Beginning Date _____

Date item to be made available

Ending Date _____

Date item no longer needed on Reserve

Circulation Period (In-House Reserves)

Library Use Only

One Day

Three Days

Seven Days

Full Citation Information for Item

(See Below)

Call Number

(Please indicate here if this is a personal item. Please read *About Course Reserves – For Faculty* regarding personal materials).

Complete Citation Information Needed

Books – author, title, year of publication, edition if applicable

Internet Source – title, author/organization, date, URL

Media Item – producer, title, year of production

Book Chapters – author, title, chapter author (if noted), title of chapter (if noted), page numbers, year and edition of publication. If providing copy of chapter, please include a copy of the Copyright information page of source.

Periodical Article – periodical title, article author, issue number and date, article title, page number. If providing copy of article, please include a copy of the Copyright information page of source.