LIBRARY RESERVE REQUEST

Date: ____________________  Semester Needed: ______________________________

Course Instructor:  Name:_________________________________  Office Phone: _________

Library barcode: ______________  Email: ______________________ Campus Address: _____

Course Title: ________________________________________________________________

Course Number: _____________________  Course Section:_________________________

Security Stripped: YES _____________  NO ___________

(All materials owned by the Library have a security strip to prevent theft)

LIBRARY USE ONLY: _________________  or  24 Hour Loan: _______________

Is this Reserve Item a:  Reprint _________  Book _________  Video _________

Cassette _________  Script _________

Title: ____________________________________________________________________

Author:___________________________________________________________________

Personal Copy: ________________  Library Copy: (Call #) ____________________________

- All Library Reserves are to be submitted at least seven (7) DAYS prior to assignment.
- Any Library materials needed for class assignments should be placed on Reserve to ensure the entire class will have access to the materials.
- To place items on Reserve, the professor must:
  1. Submit all books and reprints or requests for books in writing to the Circulation Dept. staff at least seven (7) days prior to making students aware of the assignments.
  2. FILL OUT THE LIBRARY RESERVE REQUEST FORM (this form)

At the end of each semester, all Reserve materials are taken off the Reserve shelf and returned to the professor.  Library Reserve Requests must be renewed each semester.  Please do NOT send students to the Library in search of materials that have not been placed on Library Reserve. Some students ask for material immediately after it is mentioned.  The Library may limit the number of copies on Reserve.