

**WEST VIRGINIA STATE UNIVERSITY
DRAIN-JORDAN LIBRARY**

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)**

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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.