



Library Services

Course Reserve Request Form

Instructor: _____ Semester: _____

Date: _____

Course Name/Number: _____

Please use a separate form for different courses.

Phone: _____

E-mail: _____

Please see notes below before completing the form.

Title & Author	No. of Copies ¹	Personal Copy ²	Remove Date ³	Circulation terms ⁴

If you need more space, list any additional items on the reverse.

¹ Indicate the number of copies provided. Instructor is responsible for supplying all materials/copies that are not already owned by the Library. Space is limited, however, and we will not place more than 5 copies of a document on reserve.

² Write “yes” in this column if the materials being placed on reserve are your personal copies. (The library is not responsible for loss or damage to personal materials placed on reserve.)

³ In accordance with copyright law, materials will be removed from reserve at the end of the semester, unless the instructor specifies an earlier date. Instructor assumes responsibility for obtaining copyright clearance.

⁴ Indicate how long you want your students to be able to check out an item. Reserve items normally circulate for 2 hours, library use only, unless otherwise specified by you. Keep in mind the materials being placed on Reserve, what the students will need them for (e.g., copying or in-depth reading), the number of students in your classes and number of copies available when deciding how long an item will circulate. We can meet your specific needs.

- Please note that it may take 2 days for materials to be ready for student use.

Instructor’s Signature _____ Date _____

Received by _____ Date _____

Processed by _____ Date _____