

**Reserve Request Form**  
[one item per request form]

Term: \_\_\_\_\_ Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_ Course Name/Number/Section: \_\_\_\_\_

~~~~~

Preferred Loan Period: \_\_\_ 2 hours (in-house) \_\_\_ 1 day \_\_\_ 3 days \_\_\_ 7 days

Book: Title: \_\_\_\_\_

Author: \_\_\_\_\_

Article: Title: \_\_\_\_\_

Author: \_\_\_\_\_

Source (title/vol./yr.): \_\_\_\_\_

Other: Title: \_\_\_\_\_

Type of item: \_\_\_\_\_

\_\_\_ I am in compliance with the U.S. Copyright Act (Section 107 of Title 17, *United States Code*).  
or

\_\_\_ I release copyright on materials I created (e.g. problem sets).

The library is not responsible for the loss or damage of personal items placed on Reserve.

Items will be placed on Reserve on a first-come-first-processed (ASAP) basis. Every effort will be made to process items as quickly as possible; however, when making assignments please bear in mind that it normally takes several days to process requests.

**The minimum processing time is 3 business days** – to place or to remove items.

The Reserve Room/Collection closes at the end of each term. ALL items are returned to faculty (via campus mail to departmental offices) prior to the start of the next term.

Signature (**blue ink only**): \_\_\_\_\_ Date: \_\_\_\_\_

~~~~~

Date Received:	Received by:
Date Processed:	Barcode: