Reserve Request Form
[one item per request form]

Term: ___________________     Name:  __________________________________     Extension:  _____________

Email:  ___________________________________________     Course:  __________________________

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 24 hours** – 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: