

Reserves Request Form

Instructor Information:

Name	
(first and last name)	Please send your reserve
E-mail address:	materials with a completed
Department:	
Building, Office #:	campus mail or drop off in person at the Circulation /
Campus Telephone:	Reserves Desk.
Course Information:	 You will be notified by e-mail when your request has been
Course name:	processed. • Signature acknowledging
Course number:	copyright compliance is
Removal Date:	required.
Special Instructions:	
New Reserve:	Add to Existing Reserve for this course:
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For all requested **library-owned** books or videos, please give complete call number, author/title information.

For **personal books**, videos, or photocopies, please provide title and author information as will be provided in your syllabus. Please enter PC in the Call Number column.

If the item does not have a title, please list it as you would like it to appear in the library database.

Chapters from books should be listed separately and should be listed by the chapter title rather than the book title.

Please list each item to be added below.

Title	Author	Call Number	Loan Period (2 hour, overnight, 7 day)	