



Course Reserve Request Library Owned Material

INSTRUCTOR: _____
LAST NAME FIRST NAME

DEPARTMENT: _____ OFFICE LOCATION: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

COURSE: _____
NAME DEPARTMENT NUMBER

SEMESTER (SELECT ONE):

LOAN PERIOD (SELECT ONE):

RUSH REQUEST: *We will try to accommodate rush requests. It may not always be possible due to workflow. Please indicate below the date by which you need the material available to students.*

Rush Request Date: _____

MULTIPLE ITEMS: If you have multiple items for the same course, please feel free to use this bibliographic format on a separate sheet and submit it attached to this form.

BIBLIOGRAPHIC INFORMATION:

AUTHOR: _____

TITLE: _____

CALL NUMBER: _____

NUMBER OF COPIES PLACED ON RESERVE: _____

DOES BOOK INCLUDE CD? _____

DOES CD REQUIRE SPECIAL SOFTWARE TO WORK ON LIBRARY COMPUTERS?

All forms & materials should be turned into the Reserve Desk at least 3 weeks prior to when it will be needed by students. Please do not turn in more than 30 items per class without speaking with the Reserve Desk supervisor.

| | | |
|--------------------------------|-----------------|-------------|
| LIBRARY USE ONLY: | | |
| Employee taking Request: _____ | Date: _____ | Time: _____ |
| Date placed on reserve: _____ | Employee: _____ | |
| Comments: _____ | | |