



# Course Reserve Request Personal Copies

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: \_\_\_\_\_

PERSONAL COPY IS (CHOOSE ONE):

BOOK # of copies \_\_\_\_\_

VIDEOS # of copies \_\_\_\_\_

OTHER # of copies \_\_\_\_\_

(PLEASE SPECIFY WHAT OTHER IS) \_\_\_\_\_

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: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_ YEAR OF PUBLICATION: \_\_\_\_\_

DOES PERSONAL COPY 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.**

**RESPONSIBILITY:** The library is not liable for the loss of personal copies; however, the library staff will contact the patron concerning overdue material. It is your responsibility to pick up the item at the end of the semester.

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

*A Course Reserve Request Form that has been filled out & signed by the faculty member placing it on reserve must accompany each item placed on reserve.*

### **LIBRARY USE ONLY:**

rev 12/13

Employee taking Request: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date placed on reserve: \_\_\_\_\_ Employee: \_\_\_\_\_

Comments: \_\_\_\_\_