

Library Reserve Request Sheet

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|-------------|-----------------------|----------------|---------------|
| Name | Course # | Course Name | Department |
| Extension # | Other Contact Phone # | E-mail address | Semester/Year |

- Bring materials to Circulation Desk to be placed on Reserve **at least 1 week before assignment.**
- **Allow 2 weeks for Reserve items submitted the first 2 weeks of the semester, due to high volume.**
- If you have a substantial amount of materials to place on Reserve, bring materials to the desk **at least 2 weeks prior to assignment.**
- FACULTY MEMBERS are responsible for retrieving their materials when items are due for removal from Reserve shelf.
- Photocopied articles can only be on reserve for 1 year (unless you obtain written permission from the publisher).
- Refer to the [Library's Reserve Policy](#) for copyright information on DVDs, CDs, videotapes, and audio cassettes.

If the item is **“library owned”**, fill out this form, then submit it using the button in the upper right-hand corner.

If the item is a **“personal copy”**, fill out this form, print it out and sign it. Then submit it using the button in the upper right-hand corner. Bring the printed, signed form and your item(s) to the Library. *We cannot place your personal copy on reserve without your signature.*

I, _____, understand that the library is not responsible for the theft of, or damage to, any personal property that I place on the Reserve shelves.

| Select one: | Item type: | Title/Description | Today's Date | Removal Date: <small>(last day of semester)</small> | Select lending period*: |
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* Three-hour reserves can only be used inside the library (recommended).