

Reserve Request

Date _____

Name of Person Placing Reserve _____

Department _____ Phone _____ Email Address _____

Course Number _____ Course Title _____

Instructor's Name(s) _____

Withdraw at the end of: Fall Term Spring Term Summer Term One Year

Loan Period: 2 hours In-Library use 4hours Out-of-Library use

Please bring form along with item(s) to the Library. Please note that any personal copies will be affixed with a barcode and security sticker. While the library will secure and maintain personal copies, we cannot accept responsibility for loss or damage to them. Please direct further inquiries to the appropriate campus Library.

Citation Information	Library Use Only
Author (if applicable) _____ Title _____ Format of item: <input type="checkbox"/> Book <input type="checkbox"/> Journal Article <input type="checkbox"/> Other Owner: <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> Personal Copy Notes:	
Author (if applicable) _____ Title _____ Format of item: <input type="checkbox"/> Book <input type="checkbox"/> Journal Article <input type="checkbox"/> Other Owner: <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> Personal Copy Notes:	
Author (if applicable) _____ Title _____ Format of item: <input type="checkbox"/> Book <input type="checkbox"/> Journal Article <input type="checkbox"/> Other Owner: <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> Personal Copy Notes:	
Author (if applicable) _____ Title _____ Format of item: <input type="checkbox"/> Book <input type="checkbox"/> Journal Article <input type="checkbox"/> Other Owner: <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> Personal Copy Notes:	

Copyright compliance is the responsibility of the faculty member. Be sure to check for any distribution restrictions that will make the item ineligible for reserve. Reynolds Library reserves the right to reject any materials that it deems violate Copyright Law.

For Library Use Only:

Received by: _____ Date: _____