

## Reserve Request Form – Photocopies and Electronic Reserves

Note: The library cannot assume responsibility for personal copies of items not returned by students. Please allow four working days for this request to be processed. If there are special circumstances, please talk to Circulation/Reserves staff.

Instructor: \_\_\_\_\_ Campus: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_ (e.g., HIST 1301)

Course Title: \_\_\_\_\_ (e.g., U.S. History I)

Request Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Journal Title: \_\_\_\_\_ Vol. #: \_\_\_\_\_ Issue# \_\_\_\_\_

Article Title: \_\_\_\_\_

Author: \_\_\_\_\_

Journal Citation: \_\_\_\_\_

Loan Period: \_\_\_ Library use only \_\_\_ 1 day checkout \_\_\_ 3 days \_\_\_ 7 days

Do you want this item made available electronically through electronic course reserves?

Date to remove item from Reserve: \_\_\_\_\_

Journal Title: \_\_\_\_\_ Vol. #: \_\_\_\_\_ Issue# \_\_\_\_\_

Article Title: \_\_\_\_\_

Author: \_\_\_\_\_

Journal Citation: \_\_\_\_\_

Loan Period: \_\_\_ Library use only \_\_\_ 1 day checkout \_\_\_ 3 days \_\_\_ 7 days

Date to remove item from Reserve: \_\_\_\_\_

Do you want this item made available electronically through electronic course reserves?

**FOR LIBRARY USE:** Date Processed: \_\_\_\_\_ Date Removed: \_\_\_\_\_