Semester Course Reserve Request (Physical access)

Please Note:

Beginning with the Fall 2001 semester Circulation / Course Reserves will make items placed on semester reserve available to students electronically whenever possible. Physical copies of articles, book chapters, etc. from which an electronic copy can be made accessible will be returned to the faculty member once the digitizing process is complete. Circulation / Course Reserves will not maintain or make accessible a physical copy of a reserve item if the item is available electronically.

Please print this form and submit it with the physical items to be placed on course reserves.

Instructor’s Name: ____________________________________________
Instructor’s Phone Number: ________________________________
Instructor’s E-Mail: ________________________________
Course(s) for which the item is to be placed on semester course reserves:
Course Subject & Number: ____________________________________________
Official Course Title: ____________________________________________
Course Subject & Number: ____________________________________________
Official Course Title: ____________________________________________
Semester and Year the item is to be placed on course reserves: ________________________________

Bibliographic Information about the FIRST item:

Loan Period: 4 hours 24 hours 3 days
Author of the item: ____________________________________________
Title of the item: ____________________________________________
Copyright date: ____________________________________________
Publisher: ____________________________________________
Collection & Call Number: ____________________________________________
(for use if the item is held by the library)

Bibliographic Information about the SECOND item:

Loan Period: 4 hours 24 hours 3 days
Author of the item: ____________________________________________
Title of the item: ____________________________________________
Copyright date: ____________________________________________
Publisher: ____________________________________________
Collection & Call Number: ____________________________________________
(for use if the item is held by the library)