

KEFFER LIBRARY RESERVE MATERIALS REQUEST FORM

(Note: Form is 2 pages long)

Return form to MOH 206, 651.962.4642

Date: _____ For: _____ Semester
(Only 1 Semester at a time)

Instructor's Name: _____

Class Title: _____

Class alphanumeric code: _____

Instructor's E-MAIL Address: _____
(UST or OTHER)

Department: _____

Telephone: _____ Campus Mail: _____
(OTHER for Adjunct Faculty)

Number of Books: _____

Number of Articles* (and copies of each): _____

*For articles: **BE SURE** to fill out the Copyright Compliance Certification form and attach it to this form

How do you want the material to circulate?

A) In Library Only (2 hr) B) Overnight (due next morning) C) 3 days D) 1 week

Materials to be Reserved: (author and title, as students will request it)

Checkout Length:
(See above for lengths available)

1. _____ A B C D

2. _____ A B C D

3. _____ A B C D

4. _____ A B C D
5. _____ A B C D
6. _____ A B C D
7. _____ A B C D
8. _____ A B C D
9. _____ A B C D
10. _____ A B C D

Please limit reserve items to required reading. Our **periodicals** and **reference** materials ***may not*** be placed on reserve. We cannot go outside of the UST libraries for reserve items. If items need to be purchased for reserves, please speak with the library's liaison-librarian to your department (plenty of time should be given for the items to be purchased and processed).

Keffer Library is not responsible for the loss or theft of reserve materials owned by instructors. Instructors are responsible for picking up their personal books and articles at the end of the semester. A new form with updated information must be submitted each new semester. Forms can be sent to faculty members via campus mail or US mail. Contact the library staff at 651-962-4642 for the forms.

Form accepted by: _____

Date: _____