

RESERVE MATERIALS

Print Reserve -or- Electronic Reserve (circle one, or both for articles)

If using electronic reserve, do you require a link for your BlackBoard Course page? Yes / No

Date: _____ For: Fall J-Term Spring Summer semester (circle one)

Instructor's name _____

Instructor's e-mail address _____

Department: _____ Telephone: _____ Mail# : _____

Course Title: _____ Course subject and number (i.e. ARHS 500-03): _____

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 one.

Is publication information and copyright symbol included on article? _____

How do you want the material to circulate? (please circle one)

2 hrs.
toq01

2 hrs. (no overnight)
toq02

24 hrs
toq03

3 days
toq04

7 days
toq05

14 days
toq06

Materials to be placed on reserve: (author and title, as students will request it)

_____ (use other side if needed)

Our periodicals and reference materials may not be placed on reserve. We cannot put items from other libraries on reserve.

The Reserve Room is not responsible for the loss, theft or damage of reserve materials owned by instructors. Instructors are responsible for picking up their personal books and articles at the end of the semester.

Form accepted by: _____