

Antioch University Midwest Library

Reserve Material Request Form for Physical Material

Semester _____ Year _____

Instructor Name _____

Phone/email _____

Course Name and number _____

Library Use Only? Yes _____ No _____

Length of checkout per item:

Overnight only _____ 2 Days _____ 4 Days _____ Other (please specify) _____

Items to be placed on reserve:

(Please indicate title, author, journal information and date where applicable)

If the items are photocopies, do the items comply with copyright guidelines?

Yes _____ No _____

I understand that by putting personal books or articles on reserve in the Library, I cannot hold the Library, AUM or the library personnel responsible for replacement if the materials are damaged or lost.

Instructor's Signature

Date

Date for items to be returned to instructor _____