

Antioch University Seattle Library

REQUEST FOR RESERVE MATERIALS

_____ Quarter _____ Year _____ Date Submitted to Library

Instructor's Name, Phone and E-Mail _____

Course Name and Number _____

Timing (amount of time for individuals to check them out):

Overnight _____ 2day _____ 4day _____ 1-week _____

Library Use Only _____ Other (specify) _____

Special Note: If placing required reading on reserve, please calculate how long will be needed for all students to use a document. If you have one copy on two day reserve for 15 students – that's a theoretical minimum of 30 days for all the students to be able to check it out.

Items to be put on reserve:

If items are photocopies, do the photocopies 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 / AUS / or the Library personnel responsible for replacement if the materials are lost.

Instructor's Signature

Date

Pull date for the materials to be returned to the Instructor: _____