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: ________________