

LIBRARY FACULTY RESERVE REQUEST FORM

Items placed on Reserve <u>4 Hour Loan</u>
Books, DVDs, original music CDs (up to 2 copies per campus)
Up to 10% of a published work
1 chapter per book or 1 article per issue
Answer books/keys or Internship binders
<u>Please note:</u> Due to Copyright limitations, course packs, instructor review editions of textbooks, custom publication and Harvard or Ivey case studies cannot be placed on reserve.

Date: _____

Instructor name: _____ User ID: _____

Email address: _____

Faculty/Dept: _____ Program: _____

Course code: _____ Course name: _____

Item type:

- Book
- Book chapter
- Article
- DVD/CD
- Other

Quantity: _____

Item information:

Author: _____

Title: _____

Other Details: _____

Donate item to library at the end of semester?

- YES
- NO

Library Staff Use Only

Call #: _____

Barcode(s): _____

Faculty contacted (item will continue to be on reserve or not) _____

Removal date: _____ Staff initial: _____