RESERVE REQUEST FORM

Fill in **ALL** information legibly.

Course [eg. NRSG 347]: ________________  Instructor [both first and last name]: _______________________

Course Name: ______________________  School: ______________  Phone#: ________________________

**Period on Reserve**

☐ 1 Quarter  ☐ 2 Quarters  ☐ 3 Quarters

**Length of Checkout**

☐ 2 Hour  ☐ 1 Day  ☐ 3 Day  ☐ 1 Week

☐ Books  ☐ Tests  ☐ Media  ☐ E-reserves*  ☐ Articles*  ☐ Chapters*

*After 1 quarter, written copyright permission required

Please check one:

☐ I will pick up my material at the end of the reserve period.

☐ Send materials via intercampus mail to:

Attn: _________________________________

Bldg, Rm#: ____________________________

Citations must be complete.

♦ Authors: _____________________________ Date of Publication: ______

Chapter of Article Title: ________________________________ pp. xx-xx __________

Book or Journal Title: __________________________________________ Year, Vol#, Issue#, ______

♦ Authors: _____________________________ Date of Publication: ______

Chapter of Article Title: ________________________________ pp. xx-xx __________

Book or Journal Title: __________________________________________ Year, Vol#, Issue#, ______

♦ Authors: _____________________________ Date of Publication: ______

Chapter of Article Title: ________________________________ pp. xx-xx __________

Book or Journal Title: __________________________________________ Year, Vol#, Issue#, ______

♦ Authors: _____________________________ Date of Publication: ______

Chapter of Article Title: ________________________________ pp. xx-xx __________

Book or Journal Title: __________________________________________ Year, Vol#, Issue#, ______
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Course syllabi that include copies of copyrighted material, reading course packs or professor-created anthologies, in formats including video clips, audio recordings and computer files, must be accompanied by written permission from the copyright holders unless the material is no longer subject to copyright law.

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For further assistance or questions contact the Circulation Desk at x44550 or (909) 558-4550.