REQUEST TO PLACE MATERIAL ON RESERVE:
BOOK/VIDEO/CD

Bring personal or library copies of materials with this competed form to the Circulation Desk.

Name of Professor: ____________________________________________________________

Collaborating Professor(s) also assigning this material: ______________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

E-mail: ___________________ Phone: __________ Department: __________________

Semester/Year: _____________ Course Name & Number: __________________________

IMPORTANT: For the materials that you are placing on reserve, indicate the way you will be identifying them on your syllabus (brief title, popular name of a work, full title, etc.). By using the same identification, the library will make it easier for students to find items exactly as they are identified on your syllabus.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________

<table>
<thead>
<tr>
<th>Type of Reserve: (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted to use in library: ___ 1 Hour ___ 2 Hour ___ 3 Hour</td>
</tr>
<tr>
<td>May be taken out of the library: ___ 1 Day ___ 3 Day ___ 7 Day</td>
</tr>
<tr>
<td>Will this item be used again? ___ One more semester ___ Several semesters</td>
</tr>
</tbody>
</table>

Guidelines for books/videos/CDs to be placed on reserve:

- Only Blackwell Library books/videos/CDs or personal copies of these items can be placed on reserve. Materials from other libraries cannot be placed on reserve. Check with your department and/or library liaison concerning the possibility of purchasing titles for the library collection to then place on reserve.
- No copyright permission is needed for books.

Library Use Only:
Date Received: ______________ Accepted By: __________________________