



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

Bring personal or library copies of materials with this completed 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.

Type of Reserve: (check one)

Restricted to use in library: ___ 1 Hour ___ 2 Hour ___ 3 Hour

May be taken out of the library: ___ 1 Day ___ 3 Day ___ 7 Day

Will this item be used again? ___ One more semester ___ Several semesters

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: _____