

RESERVE FORM

Date: _____

Semester: _____

Course Name & Number: _____

Instructor: _____ Department: _____

Do you wish materials to be removed from reserve at the end of the semester?

YES _____ materials will be removed & returned to you/returned to the main collection.

NO _____ materials will remain on reserve until you request us to remove them.

PLEASE NOTE:

- Submission of personal items to be placed on reserve implies permission for the placement of barcodes and labels on them.
- No Library PERIODICALS or REFERENCE BOOKS will be put on Reserve. Such materials do not circulate; therefore, they should be available to your students at anytime. By not placing them on Reserve we make them accessible to other students & instructors.
- When requesting that CUW Library books be put on reserve, please **PULL THEM OFF OF THE SHELVES YOURSELF** and bring them to the Library office so that you can verify their presence.
- No materials from another School or Library may be placed on Reserve.
- Please **ALLOW US 48 HOURS** to get items on reserve **BEFORE** announcing them to your class.
- Please sign the Copyright Reminder (this only needs to be done once a semester).

Please list items by Title and Author and indicate a checkout time of 2 or 24 hours or 3 or 7 days.

ITEMS FOR: _____ Reserve _____ E-Reserve (submit single-sided copy)	CHECKOUT PERIOD
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

CONTINUE ON REVERSE

ITEMS FOR RESERVE

CHECKOUT PERIOD

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____
