

COURSE RESERVE LIST

Instructor:	Date:
Dept. & Course:	Semester:
Campus Address & Zip:	Accepted by:
Email Address:	Processed by:
Phone:	

***When submitting photocopies of book chapters or journal articles, please include a copy of the title page for each item.

CALL #	Hard Copy Loan Period			<i>Both</i> Electronic & Hard Copy	Electronic Copy <i>Only</i>	Author	Title	# of copies
	3 hr	1 day	3 day					

- ➡ Be aware that processing time may vary, up to 1 week at peak times. Please plan accordingly and submit early.
- ➡ Reserve staff will affix a call number, barcode label, and date due slip to personal items and are not responsible for possible damage or loss of items placed on reserve.
- ➡ It is the professor's responsibility to obtain any required permission from a copyright holder for each item submitted. Permission is also required if items are to be reused in a subsequent academic term.

Please sign below acknowledging that you have read the stipulations above and the Course Reserve Guidelines.

x _____