

# LIBRARY RESERVE SUBMISSION FORM

LIBRARY USE ONLY  
Date received  
/ /

Faculty name: _____	Date: _____
Last <span style="margin-left: 150px;">First</span>	
Department: _____	Extension: _____
Course title: _____	No. of Students _____

## GUIDELINES

- Please submit this completed form with items to be placed on reserve.
- Allow **2 weekdays** for processing.
- If a reserve request is made on the same day you announce it as an assignment in class, please inform students of its date of availability (i.e. two days from current date).
- A maximum of **3 copies** of a required reading will be placed on reserve.
- A **single copy** of suggested readings that are not owned by the Library or available online may also be placed on reserve.
- Materials available to students online may NOT be placed on reserve in paper form.
- Personal items submitted for reserve may be subjected to one or more of the following Library markings: barcodes, security sensors, and/or colored tape. The addition of security sensors to your personal reserve materials is optional; please indicate your preference by title in the "Personal item" column below. Please realize that these materials are often heavily used and sometimes may be damaged or lost.

## COPYRIGHT STATEMENT

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Personal item (Y/N)	Library owns item (Y/N)	Title (should match title listed in your syllabus OR information given to students)	No. of copies submitted

\*Copyrighted materials may be placed on Reserve for a maximum of one semester only.