

Course Reserves Placement Form

Directions:

1. Print and complete this form.
2. Attach a complete bibliography (including page numbers) of materials to be placed on reserve.
3. For electronic reserves, include clean, unstapled, one-sided copies of articles and/or book chapters
4. Send via campus mail the completed form and bibliography to Andrea Leon, Mabee Library, or deliver to the Circulation Desk.

Instructor: _____

Instructor's phone #: _____

Instructor's e-mail: _____

Course Number: _____ Course Section(s): _____

Course Name: _____

Number of students in section(s): _____

RESERVE TYPE: Electronic Hard Copy

LOAN PERIOD (hard copy reserves only):

Closed Reserve 2-Day Reserve 7-Day Reserve

SEMESTER(S) NEEDED: Fall Spring Summer

REMINDER: FOR ELECTRONIC RESERVES, THE COPIES MUST BE CLEAN, UNSTAPLED, AND ONE-SIDED

Please allow 2 working days for processing.