

**COURSE RESERVE REQUEST**

**COURSE RESERVE POLICY** : Course Reserves provide access to required and recommended course materials to enrolled students.

Standard reserve circulation periods are 1-hour (articles), 3-hour and overnight (books & dvds).

All materials will be removed from the reserves shelves at the end of each semester.

All course reserves must comply with current United States copyright guidelines.

For full reserves policy, see the library’s website.

**Course Information:**

Instructor: Click here to enter your name.

Course Name: Please enter full course name as it appears in the course catalog.

Course Number: Please enter full course number here.

Semester: Fall[ ]  Spring [ ]  Academic Year [ ]

**Item Information**:

Title: Enter title of item to be placed on Reserve.

Author: Last name, First name.

Journal Information, if applicable: Article citation

Circulation Period: 1-hour[ ]  3-hours [ ]  Overnight [ ]

Library owns? Choose an item.

Edition information for purchases:Click here to enter text.

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