

RESERVE PROCESSING FORM

Course Prefix, #, Section _____ Date _____

Faculty Name _____ Dept _____

of Students _____ Office Address & Phone _____

E-mail Address _____

Check one or both reserve options:

Electronic Reserve _____
(materials are scanned and accessible
to your students via the web)

Paper Reserve _____
2 hr 4 hr 1 day 3 day
checkout period (circle one)

On Reserve for: FALL SPRING SUMMER

Needed by students: _____ Date _____

Materials may be removed from reserve: _____ End of Semester

_____ Other

Paper reserve materials will be returned to you at the time they are removed from reserve.

For every photocopied selection, you must provide a complete citation, including:

Author, Title, Publisher and Publication Date (for books)

Author, Article Title, Journal Title, Date, Volume, Page Numbers (for periodicals)

The citation should be written on each selection OR you can attach a list of citations for all materials.

If Michener/Skinner Libraries own the same exact selection in another source, the Libraries' source may be used. This allows us to comply with copyright law, without incurring additional costs.

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For unpublished materials (such as course notes), please indicate a preferred title:

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