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INSTRUCTIONS

- Part I:** Fill out all fields pertaining to course and contact information.
- Part II:** Indicate which semester(s) the material will be on reserve. Note that items can remain on reserve up to one academic calendar year. Items may be reactivated by completing this form annually. When the reserve period ends, materials will be removed. Instructors will be emailed to pick up personal items unless other arrangements are made.
- Part III:** Fill out the reserve list fields. When making a suggested purchase request, include details in the notes field. If adding more than 3 items, please fill out a second sheet. Suggested purchases do not guarantee purchase. If the library purchases a request, it may take 3-4 weeks to receive & process items that are in stock. Items not in stock will take longer.
- Final step:** Email back the completed form. Save the file as the course code (i.e. EN 112). For requests with personal items, please drop off the form and material at the Circulation Desk. Allow 3 business days for processing.

PART I: COURSE & CONTACT INFORMATION

Instructor Name(s):		Course Number:
Course Title:		
Dept:	Campus Ext:	E-mail:

PART II: RESERVE PERIOD

Fall
 Spring
 Summer
 Wintersession

PART III: RESERVE LIST

Title:
Author / Editor(s):
Item belongs to: <input type="checkbox"/> Sullivan Library Provide call number: <input type="checkbox"/> Instructor (submit item with form) <input type="checkbox"/> Suggested for Purchase (provide ISBN in notes field below)
Notes:

Title:
Author / Editor(s):
Item belongs to: <input type="checkbox"/> Sullivan Library Provide call number: <input type="checkbox"/> Instructor (submit item with form) <input type="checkbox"/> Suggested for Purchase (provide ISBN in notes field below)
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Title:
Author / Editor(s):
Item belongs to: <input type="checkbox"/> Sullivan Library Provide call number: <input type="checkbox"/> Instructor (submit item with form) <input type="checkbox"/> Suggested for Purchase (provide ISBN in notes field below)
Notes:

To be completed by library staff

Date received & received by:	Date removed from reserves:
Date added to reserves:	Date(s) of pick-up notification(s):