

## **RESERVE WORKFORM**

**Note: Please allow 3 working days before items appear on the reserve shelf.**

Instructor's Name \_\_\_\_\_

Instructor's Phone \_\_\_\_\_

Instructor's e-mail \_\_\_\_\_

Course Title \_\_\_\_\_

Course Number \_\_\_\_\_

**Use Instructions:** (Please check the one that applies)

2 Hour Reserve (In Library Use Only) \_\_\_\_

4 Hour Reserve (In Library Use Only) \_\_\_\_

24 Hour Reserve \_\_\_\_

48 Hour Reserve \_\_\_\_

**To Be Removed from Reserve:**

Date of your choosing: \_\_\_\_\_

or

End of Current Semester: \_\_\_\_\_

**Comments:** \_\_\_\_\_

Did you obtain copyright permission for journal articles?

Yes or No

Number of students enrolled in class: \_\_\_\_\_

If copyright permission is needed, the Library will obtain permission and those expenses will be billed to your department's printing account.

Thank you!