

# Reserve Request Form

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Date: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Reserve checkout term:      3 hour ☐    1 day ☐    .....3 day ☐

Approximate date students will start using the items: \_\_\_\_\_

Types of materials being placed on reserve:

☐ Book or periodical

☐ Photocopy of article(s) to be placed in a folder

List the exact title and author of items being placed on reserve. Be sure to use the same title that is on the syllabus. Also indicate whether the item is your personal copy or the library's. If the item is DeWitt's, please locate the item and bring it to the Access Coordinator's office.

- |          |                                   |                                  |
|----------|-----------------------------------|----------------------------------|
| 1. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |
| 2. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |
| 3. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |
| 4. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |
| 5. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |
| 6. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |
| 7. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |
| 8. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |
| 9. _____ | Personal <input type="checkbox"/> | Library <input type="checkbox"/> |

## NOTES:

- The reserve items are listed under the Instructor's Name in the Reserve Binders at the circulation desk. However, on the Reserve Shelves, the items are located according to the **title** of the book or article. *Be sure your students know the **title of the book or article** to ask for when they come to the circulation desk.*
- Please remember to bring reserve items to DeWitt Library at least **24 hours before** the students need the materials.
- All materials will be removed from Reserves at the end of each semester.