

FACULTY RESERVE FORM

Semester _____

If you need to leave this item on reserve for more than one semester, please state the duration of the stay. If the course is not taught the following semester, then the item will be removed and placed in temporary storage for a semester before discarding.

Course & Course Number _____

Faculty Name _____

ALL RESERVE MATERIALS ARE LIBRARY USE ONLY!

Due to a shortage of staff and space please:

1. *Limit to items required for the course. (Please limit reserves to no more than four items per course.)*
2. *If loose papers must be used, please put them in a binder.*

Titles:

1. _____

2. _____

3. _____

4. _____

All items will be targeted for use with the library's security system if possible.

*Note; All library circulation policies will apply to any materials placed on Reserve; this includes fines and loss of library privileges for students due to monies owed the library. It is your responsibility to remove reserve materials at the end of each semester or when no longer needed. **Please submit books for reserve several weeks prior to the beginning of a new semester.**

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