

# TRADITIONAL RESERVES REQUEST FORM

## Raymond Walters College Library

Received by (Library staff initials):

Please complete this form with \*all\* information to ensure your request is processed in a timely manner and complies with copyright. Please contact the Library Circulation Desk at 745-5710 if you have any questions about this form or your request. Requests can take up to **3 business days** to process.

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructor:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Dept \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Course Title \_\_\_\_\_ Course # (including section #'s) \_\_\_\_\_

Quarter(s) on Reserve: Autumn \_\_\_\_ Winter \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

**Articles:** Please complete an Electronic Reserves Request Form.

**Multimedia:** Rented videos cannot be placed on reserve. Off-air recordings can be placed on reserve for 10 consecutive school days from the date of recording.

**Books:** Books from other UC libraries needed for reserve will be requested by library staff, and should NOT be requested or checked out by the instructor.

**Personal Copies:** Personal copies are placed on reserve with the understanding that the RWC Library assumes no responsibility for replacing them should they become lost, damaged, or destroyed. Faculty will be notified to either replace the personal copy or to withdraw it from reserve.

						Employee Use Only
# of copies	Material Type (book; video; other)	Personal Copy (√ if applicable)	Title	Loan Period (2 HR; Overnight; 3 Day)	Date Needed on Reserve	Date Placed On Reserve

**\*Form Continues on Back**

