



REQUEST FORM TO PLACE ITEMS ON RESERVE

Part 1: This form is only for one course. If you wish to add items for another course, you must submit a new form.

Instructor Name:	# of Students:
Course Name and Number:	Place on Reserve for the following term:
Email:	Fall ___ Winter ___ Spring/Summer: ___
Phone Number:	Notes
Signature: _____ Date: _____ By signing this document, I confirm that I have followed copyright and fair dealing practices. The items listed below will be used for the purpose of research, private study, critic and review; they will not be reproduced or redistributed. I confirm that the copies are intended as an optional and supplementary source of information for students and that the copies amount to no more than 25 per cent of the required reading for the course.	

Item #1 - Enter the items you wish placed on Reserve.

Author:	Call Number:
Title:	Loan Period: 2 HR ___ 24 HR ___ 48 HR ___
Publisher & date (or periodical title, volume, year, page #s)	
Material Type: Library Book ___ Professors Copy ___ E-Link ___ Photocopy ___ CD ___ Video ___	

Item #2

Author:	Call Number:
Title:	Loan Period: 2 HR ___ 24 HR ___ 48 HR ___
Publisher & date (or periodical title, volume, year, page #s)	
Material Type: Library Book ___ Professors Copy ___ E-Link ___ Photocopy ___ CD ___ Video ___	

Item #3

Author:	Call Number:
Title:	Loan Period: 2 HR ____ 24 HR ____ 48 HR ____
Publisher & date <i>(or periodical title, volume, year, page #s)</i>	
Material Type: Library Book ____ Professors Copy ____ E-Link ____ Photocopy ____ CD ____ Video ____	

Item #4

Author:	Call Number:
Title:	Loan Period: 2 HR ____ 24 HR ____ 48 HR ____
Publisher & date <i>(or periodical title, volume, year, page #s)</i>	
Material Type: Library Book ____ Professors Copy ____ E-Link ____ Photocopy ____ CD ____ Video ____	

Item #5

Author:	Call Number:
Title:	Loan Period: 2 HR ____ 24 HR ____ 48 HR ____
Publisher & date <i>(or periodical title, volume, year, page #s)</i>	
Material Type: Library Book ____ Professors Copy ____ E-Link ____ Photocopy ____ CD ____ Video ____	

Item #6

Author:	Call Number:
Title:	Loan Period: 2 HR ____ 24 HR ____ 48 HR ____
Publisher & date <i>(or periodical title, volume, year, page #s)</i>	
Material Type: Library Book ____ Professors Copy ____ E-Link ____ Photocopy ____ CD ____ Video ____	