

REQUEST FORM FOR LIBRARY COURSE RESERVES

NOTE: Course Reserves are not permanent. If you are interested in having a textbook added to our permanent Textbook Reserves collection, please contact Amanda Bena at albena@frostburg.edu.

LIBRARY STAFF USE ONLY

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TERM OF USE: PLEASE ONLY SELECT ONE TERM ☐ FALL ☐ INTERSESSION ☐ SPRING ☐ SUMMER I ☐ SUMMER II

INSTRUCTOR NAME: _____

DEPARTMENT: _____

EMAIL: _____

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COURSE NAME: _____

COURSE #: _____

IF THE MATERIAL WILL BE USED BY OTHER INSTRUCTORS, PLEASE LIST ADDITIONAL INSTRUCTORS' NAMES AND THE COURSES TO BE ASSOCIATED WITH THE ITEM:

- PLEASE ALLOW A **MINIMUM OF 48 HOURS** FOR ITEMS TO BE PROCESSED AND AVAILABLE TO CIRCULATE.
- ITEMS WILL BE REMOVED FROM RESERVES AT THE END OF EACH TERM IN COMPLIANCE WITH COPYRIGHT LAW. INSTRUCTORS WILL BE CONTACTED BY LIBRARY STAFF.
- THE LIBRARY IS **NOT** RESPONSIBLE FOR PERSONAL COPIES OF ITEMS PLACED ON RESERVE IF LOST OR DAMAGED BY BORROWERS. IF THIS IS A CONCERN, PLEASE CONSIDER PLACING A REQUEST FOR THE LIBRARY TO PURCHASE A CIRCULATING COPY OF THE ITEM RATHER THAN PLACING YOUR PERSONAL COPY ON RESERVE.
 - THE ONLINE LIBRARY MATERIALS ORDER FORM IS AVAILABLE ON THE LIBRARY'S WEBSITE.
 - SPECIFY THE REQUEST IS FOR RESERVES IN THE "ADDITIONAL COMMENTS" FIELD. PLEASE NOTE THAT THE LIBRARY MAY NOT BE ABLE TO FULFILL ALL PURCHASE REQUESTS.

AUTHOR	PERSONAL COPY OR LIBRARY COPY & CALL NUMBER	TYPE & TITLE OF MATERIAL	TIME LIMIT
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	<input type="checkbox"/> personal copy <input type="checkbox"/> library copy Call # _____	<input type="checkbox"/> book <input type="checkbox"/> DVD <input type="checkbox"/> other _____	<input type="checkbox"/> 3 hours in-library use only (default) <input type="checkbox"/> other _____
	<input type="checkbox"/> personal copy <input type="checkbox"/> library copy Call # _____	<input type="checkbox"/> book <input type="checkbox"/> DVD <input type="checkbox"/> other _____	<input type="checkbox"/> 3 hours in-library use only (default) <input type="checkbox"/> other _____
	<input type="checkbox"/> personal copy <input type="checkbox"/> library copy Call # _____	<input type="checkbox"/> book <input type="checkbox"/> DVD <input type="checkbox"/> other _____	<input type="checkbox"/> 3 hours in-library use only (default) <input type="checkbox"/> other _____