

REQUEST FORM FOR LIBRARY COURSE RESERVES MATERIALS

DATE: _____

TERM OF USE: PLEASE ONLY SELECT ONE TERM

FALL INTERSESSION SPRING SUMMER I SUMMER II OTHER: _____

INSTRUCTOR NAME: _____

DEPARTMENT: _____

EMAIL: _____

OFFICE PHONE: _____

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 AT: [HTTPS://FORMS.FROSTBURG.EDU/35](https://forms.frostburg.edu/35)
 - 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	CALL NUMBER OR PERSONAL COPY	TITLE OF MATERIAL	TIME LIMIT (Please check <u>only one</u>)
			<input type="checkbox"/> 2 hours (library use only) <input type="checkbox"/> 1 day (overnight) <input type="checkbox"/> 3 days
			<input type="checkbox"/> 2 hours (library use only) <input type="checkbox"/> 1 day (overnight) <input type="checkbox"/> 3 days
			<input type="checkbox"/> 2 hours (library use only) <input type="checkbox"/> 1 day (overnight) <input type="checkbox"/> 3 days
			<input type="checkbox"/> 2 hours (library use only) <input type="checkbox"/> 1 day (overnight) <input type="checkbox"/> 3 days
			<input type="checkbox"/> 2 hours (library use only) <input type="checkbox"/> 1 day (overnight) <input type="checkbox"/> 3 days

STAFF USE ONLY
 Date Added to Reserves: _____
 Processed By: _____
 Date Removed from Reserves: _____
 Processed By: _____