

Reserve Request Form

Class Syllabus Enclosed (REQUIRED)

Date Submitted:
Semester/Reserve Start Date:

Please enter a course password that we will enter into the system. You will need to inform your students of this password.

Instructor's Full Name		Phone Number	Email Address	Other Instructors	COURSE PASSWORD
Academic Department	Course Number	Course Name			Number of Students Expected in Class:

ON-SITE RESERVE PREFERENCES: *For items that will not be placed on E-RESERVE.*

LOCATION: (Circle one) *Anschutz Art & Architecture Engineering Maps Music & Dance Regents Center (Edwards Campus) Watson*

LOAN PREFERENCE: (Circle one; identify exceptions in NOTES) *2 hour with overnight 4 hour with overnight 1 day 1 week*
2 hour NO overnight 4 hour NO overnight 3 day 2 week

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Questions:

1. Has any of this material been placed on reserve for this course before? Yes No Previous semester: _____
2. Is the syllabus in chronological order? Yes No *If not, use the NOTES to indicate priority order for placing items on reserve.*
3. Is full bibliographic information for all items provided on syllabus? Yes No

➡ If YES, then you are done!

➡ If NO, please complete bibliographic information below.

EXAMPLE:

Book / Journal Title **What does it mean to be well-educated**

Book Author **Kohn, Alfie**

Chapter # or Volume/Issue/Date **Pt. V, ch. 15**

Chapter/Article Title **“Almost there, but not quite”**

Chapter/Article Author **Kohn**

Publisher and Date **Beacon Press, 2004**

Page # **151-158**

Call # / URL

NOTES **Week 1 (8/31)**

Book / Journal Title

Book Author

Chapter # or Volume/Issue/Date

Chapter/Article Title

Chapter/Article Author

Publisher and Date

Page #

Call # / URL

NOTES

Book / Journal Title

Book Author

Chapter # or Volume/Issue/Date

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