Stevenson University Library

Faculty Reserve Request Form

Instructor: **Dept:**

Course: **Course No.:**

Date on Reserve: **Date to Withdraw:**

Circulation Instructions: (*Select an option below.*)

☐ **In Library Only** ☐ **Overnight** ☐ **3-day Overnight**

Semester Used:

☐ **Fall** ☐ **Spring** ☐ **Summer** ☐ **Alternate Semesters**

Title/Author	Call No./Reserve #	Barcode

1. Faculty are responsible to bring all reserve materials to the Circulation Desk.
2. Items are placed on reserve on a first come first served basis.
3. The Library is not responsible for loss of personal copies.
4. Reference materials generally will not be placed on reserve.
5. Written proof must be provided that photocopies comply with all copyright guidelines.
6. Course reserves must be renewed each semester.