Reserve Request

Please fill out form in full with no more than two items per page. Request forms may be downloaded and attached in an email to the reserve supervisor or submitted in person at the north desk of the library. Please keep in mind that all reserve requests will be processed in the order they are received. While we will work to get these out as quickly as possible, sometimes our workload will not allow us to process your reserve in the same day as the request.

Instructor’s Name_________________________________ Date_______________________

Email: ___________________________________________ Ext: ______________________

Course Name: ____________________________________ Course Number________________

1. Full Title of Item: __________________________________________________________
   Author: ____________________________________________________________________
   Personal Item: ___ Library Item: ___ Call Number/Barcode________________________
   E-Reserve: ___ Physical Reserve: ___ Both: ___
   Check Out Length = 2 Hours: ___ 1 Day: ___ 7 Days: ___
   Place Alarm Target In Personal Item? Yes: ___ No: ___

2. Full Title of Item: __________________________________________________________
   Author: ____________________________________________________________________
   Personal Item: ___ Library Item: ___ Call Number/Barcode________________________
   E-Reserve: ___ Physical Reserve: ___ Both: ___
   Check Out Length = 2 Hours: ___ 1 Day: ___ 7 Days: ___
   Place Target In Personal Item? Yes: ___ No: ___

The University Libraries Course Reserves Services operates in compliance with U.S. Copyright Law. By submitting this request, faculty/staff are acknowledging that they are accepting full responsibility for complying with the provisions of current Copyright Laws that govern the use of copyrighted objects for educational purposes. While library faculty are available to provide guidance in the use of copyrighted materials in relation to Northeastern State University Libraries’ services, we do not provide legal advice or serve as a substitute for consultation with competent legal counsel on matters regarding compliance with copyright law.

Library Use Only

1. Barcode:____________________Call Number:_____________________Drawer_____ Shelf _____
2. Barcode:____________________Call Number:_____________________Drawer_____ Shelf _____

Received By:__________________Processed By:__________________Date:________________