



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: _____