HASELWOOD LIBRARY – RESERVE MATERIAL REQUEST

PLEASE NOTE: THE HASELWOOD LIBRARY NEEDS A MINIMUM OF 3 DAYS LEAD TIME TO PROCESS MATERIAL FOR RESERVE. MATERIALS PLACED ON RESERVE CANNOT BE MADE AVAILABLE OVERNIGHT OR IMMEDIATELY. PLEASE FILL OUT ONE FORM PER TITLE WITH CITATION & CHECKOUT-PERIOD INFORMATION (OTHER INFORMATION MAY BE ON ONE FORM & ATTACHED TO MULTIPLE REQUESTS.)

DATE: ___________________________ INSTRUCTOR: ________________________________ PHONE: ___________________________
CLASS NUMBER: ___________ CLASS NAME: ______________________________________________________________________________________
AUTHOR: _________________________ TITLE: ______________________________________________________________________________________

PUBLISHER & LOCATION/ DATE PUBLISHED (NEEDED FOR E-RESERVES ONLY): ______________________________________________________________________________________________________

ITEM IS:  □ LIBRARY COPY □ PURCHASED WITH INSTRUCTIONAL MONEY □ PERSONAL COPY □ DONATION, BUT STILL PLACED ON RESERVE

PLEASE CHECK THE APPROPRIATE BOX, BELOW, FOR THE TYPE OF RESERVE:
  □ LIBRARY USE ONLY
  □ 1-DAY CHECKOUT
  □ 3-DAY CHECKOUT
  □ 7-DAY CHECKOUT
  □ 21-DAY CHECKOUT
  □ ELECTRONIC RESERVE (JOURNAL ARTICLES, TEXTBOOK CHAPTERS, ETC. COPYRIGHT RESTRICTIONS PREVENT US FROM PUTTING ENTIRE TEXTS ONLINE. THIS BOX CAN BE CHECKED IN COMBINATION WITH HARDCOPY MATERIALS.)

DATE ITEM TO BE TAKEN OFF OF RESERVE?: ____________________________

□ RETURN TO INSTRUCTOR VIA. INTER-OFFICE MAIL □ INSTRUCTOR WILL PICK-UP □ DONATE ITEM TO LIBRARY (REQUIRES A SEPARATE FORM)

NOTES: ______________________________________________________________________________________
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