Request for Reserve Materials

Name: _____________________________________________________________________________

Course Name: _______________________________________________________________________

Course Number: ___________________ Number of Students: ______________________________

Semester and Year: __________________________________________________________________

Date that this needs to be on reserve by: ________________________________________________

Please check all that apply:

☐ Book reserve: book will be kept in library reserve collection behind circulation desk.

☐ Paper reserve: photocopy of material will be placed on reserve at the circulation desk.

☐ Electronic reserve: Either a link or PDF copy will be linked to your class site, based on the available copyright permissions

☐ Media: Type __________________________

Book or Article Title: ________________________________________________________________

Author: __________________________________________________________________________

Publisher: __________________________ Copyright Date (if known): _____________________

ISBN: _____________________________________________________________________________

Call Number: _______________________________________________________________________

Source of Material: ☐ Law Library ☐ Raynor ☐ I own the work ☐ Other

**If this is for an article:
1. Journal or book title: _____________________________________________________________
2. Citation of article: ______________________________________________________________

Student will refer to this as: __________________________________________________________

For internal processing only by library staff

Date Received: _____________________ Initials: ____________________

Copyright Status: ☐ Public Domain ☐ Cleared per CCC ☐ Cleared Other ☐ Denied

Copyright Cleared By/Date: _______________ Call # Assigned: __________________________

Copyright Notes: ___________________________________________________________________

12/15 rlc Policies and Procedures\Section 10 Reserves\Sec 10.1 Reserve Policy\Sec 10.1a Reserve Request Form