



Course Reserve Request

Circulation Services, University Library

Reserve materials (print, electronic, and media) will be processed as they are received. Please allow 5 working days for staff to process items. Please bring **one copy** of any articles.

Department: _____ Date: _____ Rec'd By: _____

Instructor: _____ Phone No(s): _____

Course Abbreviation & Number: _____ *Start Date:* _____ *End Date:* _____

Course Title: _____ Email: _____

Loan Period

2 Hours/Building Use Only 1 Day 3 Days 1 Week

Please provide complete citation information so that students will have needed info for bibliographies

Call No./ Personal	Complete Citation	Type of Material (paper, media, etc.)	Load Period	Number of Copies	Return/Discard

Electronic Reserves: Articles will be placed on Electronic Reserve for remote access unless otherwise specified. For more information on Electronic Reserves see *Guidelines for Electronic Reserves* at <http://www.southalabama.edu/univlib/info/ereserveguidelines.htm>

Web form for Course Reserve Requests: <http://www.southalabama.edu/univlib/forms/reserve.html>

Special Instructions: _____

For questions or comments, contact us at 460-7028 for Circulation and 460-7029 for Media Center.

Call No./ Personal	Complete Citation	Type of Material (paper, media, etc.)	Load Period	Number of Copies	Return/Discard

Special Instructions: _____

Note: The University Library and the Instructional Media Center are not responsible for lost or stolen items placed on reserve that belong to the instructor.

An inventory of your Course Reserve Material is recommended each semester. We want to help you keep your Reserve Files as current as possible. Since Reserve Books/Media are in closed stacks with limited charge-out periods, they are not readily available to all library users. Please help us make them available by canceling Course Reserve Materials when they are no longer required for your class(es).

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Instructor's Signature: _____ **Date:** _____