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Faculty Reserve Request Form

Date of Request_____ Time_____

Please Reserve the following materials for_____
Name of Faculty Member

Course Name and Number_____ Phone Number_____

NOTE: You are responsible for pulling your reserve materials from the book stacks. It would reduce the time it takes to put materials on e-reserve, if you would photocopy the materials in advance. Fair Use Guidelines regarding books are that no more than 10% – 20% of a book be on e-reserve (Two to Three Chapters, as a guideline)

Please Check Selections

Electronic Reserve	Regular Reserve	Call Number	Author	Title (Chapter, Pages)

Date Material Expires, and Is Taken Off Reserve_____. Please Pick Up Materials No Later Than Two Weeks After Materials Have Been Taken Off. There Will Be a Letter After That Time Frame. After That Time, Material Will Be Passed Onto Collection Development. Any Questions, Please Call Sharon Evans, Circulation Department, (910) 672-1235.