

Print Reserve Request Form – *Books, Films, & CD's*

Instructor Information

Instructor Name: _____ Phone: _____

Email: _____ Office: _____

Course Information

Course Name: _____

Course Abbreviation (e.g, HIST 3200): _____

Date On: _____ Date Off: _____

Please note: Only a lawfully obtained copy (one that is owned by the Kraemer Family Library or the course instructor), may be placed on Reserve. Under no circumstances will an unlawfully acquired copy of an item be accepted for use. Items obtained through Prospector or InterLibrary Loan cannot be placed on Reserve.

I (the undersigned) hereby request that the Kraemer Family Library place the above material on Print Reserve. This request is made with the purpose of teaching, scholarship, in compliance with U.S. Copyright Law.

Instructor Signature: _____ Date: _____

Complete citation information must be provided in order for request to be processed.
Please print legibly! List items for only one class on a sheet.

ITEM #1

Book/Film/CD Title: _____

Author/Director/Producer: _____ Year: _____

Call Number (if applicable): _____

_____ 2 hours _____ 4 hours _____ 1 day _____ 3 days _____ 7 days

(Staff Use) Date On: _____ Initials: _____ Date Off: _____ Initials: _____

Course
(Staff Use)

ITEM #2

Book/Film/CD Title: _____

Author/Director/Producer: _____ Year: _____

Call Number (if applicable): _____

_____ 2 hours _____ 4 hours _____ 1 day _____ 3 days _____ 7 days

(Staff Use) Date On: _____ Initials: _____ Date Off: _____ Initials: _____

ITEM #3

Book/Film/CD Title: _____

Author/Director/Producer: _____ Year: _____

Call Number (if applicable): _____

_____ 2 hours _____ 4 hours _____ 1 day _____ 3 days _____ 7 days

(Staff Use) Date On: _____ Initials: _____ Date Off: _____ Initials: _____

ITEM #4

Book/Film/CD Title: _____

Author/Director/Producer: _____ Year: _____

Call Number (if applicable): _____

_____ 2 hours _____ 4 hours _____ 1 day _____ 3 days _____ 7 days

(Staff Use) Date On: _____ Initials: _____ Date Off: _____ Initials: _____

ITEM #5

Book/Film/CD Title: _____

Author/Director/Producer: _____ Year: _____

Call Number (if applicable): _____

_____ 2 hours _____ 4 hours _____ 1 day _____ 3 days _____ 7 days

(Staff Use) Date On: _____ Initials: _____ Date Off: _____ Initials: _____