

FACULTY RESERVE REQUEST FORM

This form is for requesting books and journals to be placed on course reserve. If you wish to place media materials on reserve, please fill out the Media Reserve Request form, <http://www.selu.edu/library/directory/media/mediareserve.pdf>.

*Print this form, fill it out, sign it, and return it with the items to be put on reserve to the Circulation Desk. If you have any questions, please contact **Rose Galofaro**, rgalofaro@selu.edu, 985-549-3958. This form should be completed by the instructor only-- especially the course prefix and numbe.*

Semester _____ Year _____ Today's Date _____
Instructor _____ Course Prefix and Number _____
E-mail address _____ Campus Phone Number _____

Items will be placed on Reserve in accordance with the Library's Reserve Guidelines and copyright policy, <http://www.selu.edu/library/directory/circ/guidelines/index.html>, and circulated in accordance with Sims Library reserve circulation policies. All appropriate items will also be placed on Electronic Reserve, unless otherwise specified by the instructor. All items will be removed from Reserve one week after the end of the current semester.

Please allow a minimum of 48 hrs. (2 working days) for items to be processed. You may place a maximum of three (3) physical copies of any one item on Reserve.

LOAN CODES: 1-day/ 3-day/ 1-week/ 2 hour (CANNOT LEAVE LIBRARY)

FORMAT: Photocopy/ Library Book/ Personal Book

Format	Author	Title	Loan Code

WAIVER FOR PERSONAL ITEMS

I release Sims Memorial Library from any financial responsibility should my personal copy/copies be lost or damaged. Further, I realize that these items will be processed by the Library Staff for placement on Reserve

THIS WAIVER MUST BE SIGNED BY THE INSTRUCTOR BEFORE PERSONAL ITEMS ARE PLACED ON RESERVE.

NAME (please print) _____

SIGNATURE _____ DATE _____