

## Philip Weltner Library Course Reserve List

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Course No.

\_\_\_\_\_  
Title of Course

**Please check all that apply:**

New Print Reserve List   
  New Electronic Reserve List   
  Addition to Reserve List

**Please select the reserve type and duration:**

**Print Reserve Type:**   
  3 HR/In Library Use   
  Overnight Use   
  3 Day   
  1 Week

**Reserve Duration:**   
  Fall Semester   
  Spring Semester   
  Summer Semester **OR** EDP Session # \_\_\_\_\_

Please allow one week between date submitted and the date needed on reserve before the semester begins or during the first week of the semester. During the remainder of the semester please allow two working days between the two dates. For faster list processing, please submit items with the list.

Date submitted: \_\_\_\_\_ Date needed on reserve: \_\_\_\_\_

Format (Book, Article, CD, DVD, LDVD, VHS)	Author's Name (last name first)	Book/CD/Journal/Movie Title	Article Title (if applicable)	Journal Volume and Issue (if applicable)	Page Numbers (if applicable)	Call Number (leave blank if a personal copy)

The item(s) I am submitting for reserve are in compliance with U.S. copyright law. \_\_\_\_\_ (Faculty Member's Signature)