

Philip Weltner Library Course Reserve List

Instructor

Course No.

Title of Course

Please select the reserve type and duration:

Print Reserve Type: ____ 3 Hour/In Library Use ____ Overnight Use ____ 3 Day ____ 1 Week

Reserve Duration: ____ Fall Semester ____ Spring Semester ____ Summer Semester

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, CD, DVD, Laser Disc, VHS)	Author	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. _____ (Instructor Signature)

