

## DYC LIBRARY COURSE RESERVE REQUEST FORM

Date Received: \_\_\_\_\_ (NOTE: Allow at least 5 business days to process)

Instructor's Name: \_\_\_\_\_

Academic Department: \_\_\_\_\_

Instructor's Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Instructor's Campus Address: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_

Title of Document (For multiple documents, use the back of this form): \_\_\_\_\_

\_\_\_\_\_

Academic Semester for Material(s) to be on Reserve: \_\_\_\_\_

Number of Students in Course: \_\_\_\_\_

Has complete bibliographic citation and notice of copyright been included with material(s) to be placed on reserve? \_\_\_\_\_

If the material(s) to be placed on reserve require written copyright permission, has it been included with this form? \_\_\_\_\_

Are course reserve materials to be available:

In Print: \_\_\_\_\_ Online: \_\_\_\_\_ Both: \_\_\_\_\_

Print Reserve Loan Options (circle one):

1 Hour    2 Hours    24 Hours    48 Hours    Other \_\_\_\_\_

**(NOTE: Materials to be placed online must be high quality copies on 8½ x11 sheets of paper, single-sided, and not stapled together.)**

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