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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