Library Reserve Request

We do our best to care for personal copies placed on reserve, but the Library cannot assume responsibility for the wear and tear or possible loss of these items. Please note: If the Library owns the same book as your personal copy, the library's copy will be placed on reserve and your copy will be returned to you.

Submitted: ________________________________ Date __________ Time __________ Initials __________

Professor ___________________________________________________________
Department __________________________ Building and Room Number _______
Course Name ___________________________ Course and Number __________ Sect ______

Loan: Library Use (2 hour) ___ Three Day ___ One Week ___ Semester: Fall ___ Spring ___ Summer ___

Reserve’s Policy
- The Library will place a single copy of textbooks provided by the faculty on reserve
- Textbooks which are desk copies or review copies must also include the written policy or permission of the publisher which would permit the textbooks to be placed on reserve in the Library.
- Periodicals and reference material cannot be placed on reserve, but a single photocopy of an article can be
  - Multiple photocopies are prohibited by the copyright law
- At the start of the semester, reserve requests can require 2-3 days to process
- All requests are processed in the order received minimum of 24 hours to process reserve requests
  - Excluding weekends
- Personal copies placed on reserve require labels for checkout purposes
- At the end of the semester, reserve materials removed from the reserve shelves
  - Library owned is sent back to the stacks
  - Personal copies are returned to the professor

Call Number/Barcode __________________________ Personal Copy ___ Library Copy ___
Author ______________________________________________________ ISBN/OCLC# ____________
Title __________________________________________________________________________________
Publisher/Journal ___________________________ Edition ______
Date ________ Pages ________

For Library Circulation Use Only

ALMA Checked _____ PC Bugged ___ Date on Reserve Shelf ____________________
Reserve Doc Name __________________________ Date Ordered __________________
PC Desensitized ____
PC returned via campus mail on ___________________________ by ________
PC delivered to ___________________________ on ___________ by ________

If you have trouble accessing this document, please contact:

Hammond: Sharon Smith, Circulation and Reserve Clerk at sosmith@pnw.edu or call 219-989-2430
Westville: Susan Anderson, Library Assistant at sdmacleo@pnw.edu or call 219-785-5316