

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 check out purposes
- At the end of the semester, reserve material is 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 _____
Edition _____
Publisher/Journal _____ 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 _____
Check if additional notes are on other side _____

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