

Reserve Request Form

for either electronic or traditional reserve services

Send the completed form to:

University Library Reserves or
LI 119

Dewey Library Reserves
Dewey Library

Attn: Christine Barber

Attn: Morris Stilson

cbarber@uamail.albany.edu

mstilson@uamail.albany.edu

442-3609

442-3696

Date submitted: _____

Instructor information		All fields required		Course information		All fields required	
Last name				Course Prefix & Number [e.g., B ECO 375]			
First Name				Course name [e.g., Introduction to economic theory]			
Phone Number				Where will students go to borrow reserve materials? [Not applicable for electronic reserve.]			
Email address							
Department							
Campus Address							
For more information regarding reserve services, visit our website at http://library.albany.edu/reserves/							
<input type="checkbox"/> Check here if you DO NOT want the Library Resources folder added to your ERes page.				Semester and Year:			

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Please sign here to verify that the materials submitted are in compliance with copyright guidelines. Your signature indicates your willingness to provide documentation of permission from the publisher upon request if you request any copyrighted item for reserve for more than one semester.

Sign here: _____ Today's date _____

List item information on reserve side.

ITEM DETAILS – Incomplete listings will delay processing. All columns are required except as noted for ERes.

For electronic reserve (ERes) items, complete these columns only:		For items to be circulated in the Library, complete <u>all</u> columns.			STAFF USE ONLY		
AUTHOR	TITLE	CALL NUMBER	FORMAT DESCRIPTION	LOAN PERIOD		Recall	Fini
Remember: Fair Use Guidelines do not permit more than one chapter or 10% of a work, whichever is <u>LESS</u> . Items in excess of these guidelines will be rejected.		Complete if library owned. Leave blank if a personal copy.	Indicate one: BOOK Article/Chapter VIDEO DVD OTHER	Indicate one: 3 hr 24 hr 48 hr			

List course information on reserve side.

