

# Reserve Request Form

Please use this form to request materials for traditional (physical) reserve in any of the three University Libraries.

**Please return this form to the University Libraries or email it to [eres@albany.edu](mailto:eres@albany.edu) (518) 442-3569**

To place requests for Electronic Reserves, please login to Blackboard and access your Electronic Reserves account.

For more information regarding reserve services, visit our website at <http://library.albany.edu/reserves/reservefac>

## Course Details

<b>Instructor Last Name:</b>		<b>Course Prefix &amp; Number:</b> [e.g., UUNL 205]	
<b>Instructor First Name:</b>		<b>Course Name:</b> [e.g., Information Literacy]	
<b>Semester and Year:</b>		<b>Where will students go to borrow reserve materials?</b>	<b>University Library</b>
			<b>Science Library</b>
			<b>Dewey Library</b>
<b>Item(s) should be be:</b>	Removed at the end of the semester. <b>**If only some items should remain on reserve, indicate in Item Details below**</b>		
	Kept on for a future semester.	<b>Future Semester and Year:</b>	

## Item Details

Please provide complete citation information. Incomplete listings will delay processing.

AUTHOR	TITLE	CALL NUMBER	FORMAT DESCRIPTION	LOAN PERIOD
*****	*****	Complete if library owned. Leave blank if a personal copy.	Indicate one: BOOK VIDEO OTHER	Indicate one: 3 HOUR 2 DAY

