

HSL Reserve Drop-Off Information Form

Instructor(s):

Department:

Course Name:

Course Number:

Term:

Number of Students enrolled:

Required: Please provide the complete citation for each book chapter or article submitted.

ÿ Add to Electronic Reserves. Does original copy need to be returned?

Course page password: _____

ÿ Add to Print Reserves. Loan Period will be 2 hours for Undergraduate courses, 4 hours for Graduate and Professional level courses unless otherwise requested.

ÿ Add to Media Reserves (for VHS tapes, slides, etc.) Loan Period will be 2 hours unless otherwise requested.

If the library does not own the article or item to be placed on reserve, do you have a copy we can work from?

Contact information (e-mail and/or phone number):

Any special instructions?

Please be aware that your personal copies of books or videos may be subject to damage or loss if made available for circulation.