

# REQUEST TO PLACE AN ITEM ON COURSE RESERVE

Please use one request form for each title to be placed on Course Reserve

Date of Request:	Instructor Name:
Office Address:	Department:
Course Number (e.g. UNIV 6000):	
Course Name:	

## Item Owned by BSU Library

Call Number:
Title:
Number of Copies (if more than one is available):
Loan Period:    ___ 3 Hour Library-Use only    ___ 3 Hour (May Leave Library) ___ 1 Day            ___ 3 Day            ___ 7 Day
Semesters to be placed on Reserve: ___ Fall 20__    ___ Spring 20__    ___ until ___/___/___

## Uncatalogued Personal Items

*The library will not accept photocopied items unless they are copied to a CD/DVD/Flash drive.*

Exact Title:	
Author:	
Number of Copies Provided:	Estimated Value Per Copy: \$
Loan Period:    ___ 3 Hour Library-Use only    ___ 3 Hour (May Leave Library) ___ 1 Day            ___ 3 Day            ___ 7 Day	
Semesters to be placed on Reserve: ___ Fall 20__    ___ Spring 20__    ___ until ___/___/___	

-----**LIBRARY USE ONLY**-----

Request Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Course Reserve ID:
Expiration Date: