

RESERVE REQUEST FORM

Received: _____
Entered: _____
Deleted: _____

Please read *Instructions for Submitting Request Lists* before completing this form. Print or type one form for each course. List each item separately. Materials will be removed at the end of the semester unless we are otherwise notified. Request lists will be processed in the order in which they are received. Return this form to your designated library. Call the Central Reserve Assistant at 202-319-5060 with any questions.

PLEASE COMPLETE EACH ITEM:

Professor's Name: _____

Telephone Number/Extension: _____

Campus Mailing Address: _____

Email Address: _____

Course Prefix & Number (e.g. ENG 101): _____

Semester & Year (e.g. Spring 2003): _____

Course Password for E-Reserves: _____

Will you use course management software for the course?
 Blackboard WebCT None

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Faculty Signature *Date*

LIBRARY USE ONLY – Status	Identifier: Call Number, URL, etc... (Leave blank for personal items or photocopies).	Item Information: For Books: Please supply title, author, edition, volume and date. For Electronic Files: Please supply file name and format. For Photocopies: Please provide article title and author. For Web Pages: Please supply page name. For Other Items: Please supply a complete description.	Circulation Period For Physical Items: 2 hrs, overnight, 3 or 7 days	Number of Copies of Physical Items

