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- Course Reserves are **limited to required reading**, i.e. reading material necessary to complete a course.
- Print or type one form for each course.
- List each item separately.
- Forms are processed in the order in which they are received; allow **3** business days for processing.
- Submit library copies with your request to expedite processing.
- Items that belong to other libraries cannot be placed on Course Reserves
- If you are assigning just one (1) chapter or less than 10% of a book, the Libraries staff will scan the pages and send you a link to put in your Blackboard course.
- Properly cite Course Reserves on your syllabus, being sure to include call numbers and distinguish electronic items from physical items.
- At the end of the semester, all Course Reserves are removed from Access Services at Mullen Library.
- Submit completed Course Reserve form(s) in-person or by email (lib-reserves@cua.edu); contact the Mullen Circulation Desk (202-319-5060) with any related questions.

PLEASE COMPLETE EACH ITEM

Faculty Name: _____

Telephone Number/Extension: _____

Campus Mailing Address: _____

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

Course Title (e.g. "World Religions"): _____

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

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