



Charleston Campus Library – Course Reserve Request Form

One Form per Item Title

Date Request Made: _____

Contact Information

Instructor Name: _____ **Dept:** _____ **Sort Code:** _____

Instructor Phone: _____ **Instructor Email:** _____

For Course:

Course Name & Number (e.g. ACC223b): _____

Course Title (as listed in general catalog): _____

Course Section Number(s): _____

Item to be placed on Reserve:

Material Format, check one: **Book:** _____ **DVD:** _____ **Other:** _____

Loan/checkout Period, check one: **2-hr "Library Use Only":** _____ **or 7-day:** _____

Material Owned By, check one: **Personal:** _____ **Department:** _____ **Donation to Library:** _____

Remove Material from Reserve After, check one: **Current Semester:** _____ **One Academic Year:** _____

One Calendar Year: _____ **Other (give date):** _____

Item Title: _____

Author/Editor (if applicable): _____

Edition/Copyright Date: _____ ISBN: _____

Number of Copies Loaned: _____

Library Use Only:

Date Received: _____ Receiver's Name: _____

Date Processed: _____ Processed by: _____

Date Material(s) Removed from Reserve and Returned to Owner: _____ Removed by: _____

Instructions:

1. Save this form to the J:\Library Applications\Library Reserve Form Archive along with Course Name & Number and Instructor full name. (e.g. ACC105-Instructor Full Name)
2. Please complete a separate form for each item you are loaning.
3. Open and complete the form with Adobe Acrobat.
4. Save the completed form to the J:\Library Applications\Library Reserve Form Archive.
5. Print the completed form.