

Faculty Library Reserves Request

Send completed form to Case Circulation or Cooley Science Library

Request for Case Library Cooley Science Library Semester/Year _____

Instructor's Name _____ Email _____

Course Number _____ Number of Students _____

Semester/Year when course was last taught _____

Please note that faculty submitting library reserves requests must:

- Provide full bibliographic citations for all materials submitted.
- Submit reserves materials in a timely fashion to ensure availability when needed by students. After all initial submissions for a semester have been processed, staff are normally able to make reserve items available to students within two business days of submission. Early in the semester, processing time is dependent upon the volume of work and may be considerably longer.

The Library will attempt to purchase a copy of materials needed for reserve use. You may request them using the Purchase Request form or contacting the Acquisitions Department. Please be sure to indicate that the item is for reserve and the course number.

Complete Bibliographic Citation

<input type="checkbox"/> Electronic Reserves	<input type="checkbox"/> Hard Copy Reserves: <input type="checkbox"/> 2 Hours (4 hours for DVDs and videos) <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days
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