

IU East Library Reserve Request Form

(To put items on reserve, you will need to have signed a Reserve Authorization Form.)

Instructor: _____ Email Address: _____

Department: _____ Extension: _____

Course Title: _____

Course ID: _____ Section Number: _____ Semester: _____

Bibliographic Information for material being placed on reserve:

(If you are placing a personal copy on reserve, please be sure your name is on it!)

(1) Book, Video, or Journal Title: _____

Article or Chapter Title: _____

Alternative Title: _____

(Used if students will ask for the item by something other than the actual title)

Publisher, Place, and Year: _____

Author(s): _____

Call Number (if the library owns it): _____

Volume: _____ Number: _____ Pages: _____ Journal Date: _____

(check one): 2 Hours 1 Day 3 Day Other: _____

(for articles, check all that apply): put on electronic reserve have photocopy at desk

(Attach as many forms as you need. This information can be emailed to masloan@iue.edu.)

Office notes: Received by: _____ Date: _____ Done: _____

Special instructions: _____