



INDIANA UNIVERSITY
PURDUE UNIVERSITY
COLUMBUS



University Library of Columbus

Course Reserves Request Form

One item per form / one form per item

Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:	Dept(s):	Course number(s):	Section number(s):
Today's date:		Instructor name (please print):		
School: <input type="checkbox"/> IUPUC <input type="checkbox"/> Ivy Tech <input type="checkbox"/> Purdue	E-mail address:			
Phone number:	Instructor signature:			
Date item is needed for class (especially important during first month of each semester):				

Originals Items to be checked out by students at the circulation desk: * Books, VHS tapes, etc. * <i>No photocopies are permitted.</i>	Call number (if library owns item):	Please allow five (5) business days for processing before assigning this item to your students.
	Full title:	
	Author(s):	
	Publication date and edition:	
	Publisher name and city:	

<p>* Only materials in original form, or licensed copies of those originals which offer no copyright restrictions, can be accepted.</p> <p>* Items owned by other libraries <i>cannot</i> be accepted.</p>	<p>Item should circulate for (mark one):</p>	<p>Two-hour library use only</p>	<p>24 hours</p>	<p>Seven days</p>
		<p>Other (specify):</p>		

Please print out a completed form for each item you would like to place on reserve. Items will be removed from reserves and returned to you at the end of the academic year unless new request forms have been submitted.

For information, contact the library at co-library@iupuc.edu or 812.375.7510.

<p>Staff use only</p> <p>Date processed:</p> <p>_____</p> <p>Processed by:</p> <p>_____</p>
--