

Library Reserves Request Form

Fill out the form below to identify the material(s) you wish to be placed on reserve. The completed form can be submitted via email if the requested material is available in UC Libraries. If you wish to place your personal material on the reserve shelf, please print and present the completed form alongside your items.

Does your reserves request comply with [copyright guidelines](#)? For additional information on policies and procedures related to reserves, see the [Faculty Guidelines for Traditional Course Reserves](#) site.

Please direct all questions related to reserves to [Natalie Winland](#), Public Services Manager.

Name:		Department:	
Email:		Phone:	
Date requested:	Semester:		
Title(s) of reserve item(s):			
How do you want items to circulate?		Are the items personal items?	
<input type="checkbox"/> 2 hour loan (library use only)		<input type="checkbox"/> Yes	
<input type="checkbox"/> 3 day loan		<input type="checkbox"/> No	
Notes (internal use only):			