

RESERVE REQUEST FORM

DATE: _____ INSTRUCTOR NAME (last/first): _____ PHONE: _____

COURSE (eg. COMM 101): _____ # of Students: _____ SEMESTER NEEDED: _____

*Submitting before semester deadline guarantees that your course reserves will be posted by the beginning of the semester. Faculty may submit reserve requests at any time after a deadline is past and throughout the term. All requests will be processed in order of receipt and as quickly as possible. Reserves typically experiences a backlog at the beginning of each term, but once this is cleared, material is usually processed within 24 hours of submission.

ELECTRONIC RESERVE: The University Library permits the use of the following copyrighted materials as they fall into fair use guidelines: only ONE article per journal issue (include title page & full citations), ONE chapter, *not* more than 10%, of a book (include title page and full citations), ONE poem, short story or essay from a single volume (whether or not from a collected work), ONE drawing, cartoon or picture from a book, journal or newspaper. Please provide excellent quality photocopies. Attach copies to this form and return to the main circulation desk-1st floor library.

PRIORITY: LIST ITEMS IN ORDER OF USE BY DATE NEEDED	ARTICLE OR BOOK AUTHOR	ARTICLE TITLE OR CHAPTER	JOURNAL OR BOOK TITLE	DATE OF ISSUE OR PUBLICATION DATE	VOLUME & ISSUE # OR BOOK EDITION	PAGE NUMBERS

PRINT RESERVE:

TYPE OF RESERVE: 2-HOUR, 1-DAY, 3-DAY OR 7-DAY	AUTHOR	TITLE	CALL # or PERSONAL COPY	EDITION #

For questions on Reserve procedures call 715-346-4428 or email reserve@uwsp.edu.