Course Reserve Request

❒ **Personal Copy*** ❒ **Course Reader** ❒ **Collection Request**

*All personal copies submitted for reserves will be labeled and barcoded accordingly. While the library will make every effort to safeguard your item through appropriate security measures, it will not be responsible for any loss or damage of personal copies placed on reserve.

Instructor's Name _____ Date _____
Please Print

Email Address_____ Off. Phone #_____

Department _____ Course # _____

Course Title _____

Which semester(s) would you like these items to be on reserve? ☐ Fall ☐ Spring ☐ Summer
(please check all that apply)

Expected enrollment _____

Have you ordered these books for student purchase? ___Yes ___No

If yes, at which bookstore_____

For personal copies and course readers:
- ☐ Please return to me at the following address:
- ☐ Donate to the library

Office use only	***Material Type** Book VHS DVD	**Title, Author/Editor, Publisher, Year**

Please use back side of form if you need more space
***All material are on three hour reserve unless other arrangements are made**

Bring or send materials to the Reserves Office at 1191A College Library between 8:30am and 4:30pm, Monday to Friday.
At other times items can be dropped off at the information desk in the 1st Floor Center area, College Library.
Questions? 608-262-3192 * reserves@library.wisc.edu

For more information about submitting materials, see http://college.library.wisc.edu/services/reserves/

08/2009