

Wilder Library Reserves Request Form

Please fill out this form and bring to the library along with your reserve items.

Limit 20 reserve items per instructor.

Today's Date: _____

Received Date: [LIBRARY USE ONLY] _____

Contact Information / Course Information

1) Instructor's Name: _____

2) Instructor's Contact Information: _____

3) Course Title/ Number: _____

4) Semester: _____

5) Return Address for Your Items: _____

The Instructor should pick up reserve items at semester's end. If this is not possible, items will be mailed via campus mail. Wilder Library is not responsible for items lost through campus mail.

Please Read--Copyright Information

Photocopied materials must comply with United States Copyright Law (Title 17, U.S. Code). Your name or signature below assures that this material falls under the fair use guidelines or that you have obtained appropriate permissions for copying.

SIGN BELOW.

Instructor's Signature: _____

Date: _____

Allow 2 business days for reserves items to be processed. Materials placed on reserve are intended for educational use by VUU students in a particular course.

Reserve Request 1

- **Article or Book? (Circle one):**

- **Author(s):**

- **Title:**

- **Personal or Library Copy (circle one): [Note: personal copies will be barcoded]**

- **Call Number: [applicable for library copies only]**

- **Loan Period (circle one):** **2 hours** **Overnight** **3 nights**

Reserve Request 2

<ul style="list-style-type: none">• Article or Book? (Circle one):• Author(s):• Title: • <u>Personal</u> or <u>Library Copy</u> (circle one): [Note: personal copies will be barcoded]• Call Number: [applicable for library copies only]• Loan Period (circle one): 2 hours Overnight 3 nights
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Reserve Request 3

<ul style="list-style-type: none">• Article or Book? (Circle one):• Author(s):• Title: • <u>Personal</u> or <u>Library Copy</u> (circle one): [Note: personal copies will be barcoded]• Call Number: [applicable for library copies only]• Loan Period (circle one): 2 hours Overnight 3 nights
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Reserve Request 4

<ul style="list-style-type: none">• Article or Book? (Circle one):• Author(s):• Title: • <u>Personal</u> or <u>Library Copy</u> (circle one): [Note: personal copies will be barcoded]• Call Number: [applicable for library copies only]• Loan Period (circle one): 2 hours Overnight 3 nights
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