

WSU LIBRARIES RESERVE REQUEST FORM

<p>This form covers reserve services available at the WSU Libraries and for distance learning courses.</p>	<p>The WSU Libraries will obtain permission for the use of copyrighted materials when appropriate. For questions on the handling of copyrighted reserve materials, please contact liberes@mail.wsu.edu.</p>
<p>The following materials can be placed on electronic reserves:</p> <ul style="list-style-type: none"> ➤ Journal articles ➤ Book excerpts, consisting of less than 10 percent of the complete work ➤ Course materials, such as syllabi, lecture notes and sample examinations, created by a faculty member 	<p>The Reserve system is not a substitute for coursepacks. The total amount of material included on reserves should be a small percentage of the total assigned reading for a particular course.</p>

Date Submitted	Course Prefix	Course Number

Last Name	First Name	MI	Department

E-Mail Address	Phone Number	WSU Zip

Approximate No of Students	Semester/Session	Date Materials will be Removed

Library use only:		
Call #		
Barcode		

Material Placed on Reserve

Format

<input type="checkbox"/> Library Book <input type="checkbox"/> Personal Book <input type="checkbox"/> Journal Article* <input type="checkbox"/> Book Excerpt/Chapter* <input type="checkbox"/> Course Materials* <p>* For these material types, select access method of Print or Electronic in the Format box at right.</p>	<input type="checkbox"/> Media _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Electronic Reserves <input type="checkbox"/> Print Reserves Library Location: <input type="checkbox"/> Holland Library <input type="checkbox"/> Owen Library <input type="checkbox"/> Health Sciences Library <input type="checkbox"/> Brain Education Library <input type="checkbox"/> Fischer Agriculture Library <input type="checkbox"/> Architecture Library Loan Period: <input type="checkbox"/> Library use only <input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days <input type="checkbox"/> 7 days
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Fill in the appropriate information for your request

Library Call Number	Journal/Book Title	Journal/Book Author(s)

Article Title	Article Author(s)

Journal Volume/Issue	Date	Pages Requested

For Journal Articles and Book Excerpts/Chapters

Please respond to the questions below, which will enable the Libraries to process your request:

-Has this item been placed on reserve for this course in the past? _____

If Yes, provide additional information (semester, campus library) _____

<http://www.wsulibs.wsu.edu/reserves/main.htm>

email: liberes@mail.wsu.edu

ALLOW UP TO TWO WEEKS FOR MATERIALS TO BE PROCESSED