

Course Reserves Request Form – IU Southeast Library

Complete Parts 1 & 2 below and deliver form and reserve item to LB-200 (IUS Library circulation desk)

Questions -- macook@ius.edu / 941-2486 / http://www.ius.edu/Library/course_reserves.html

Part 1 - I request that the material in Part 2 be placed on reserves for the following course(s) that I am teaching at IUS:

Semester:	Year:	Dept(s):	Course Number(s):	Section Number(s):
Today's Date:		Instructor's Name (please print):		
Campus Address:		Email Address:		
Phone No:		Instructor's Signature:		
Is this course being delivered electronically? Yes No				
Date item is needed for class (especially important during first month of each semester):				

Part 2 - Identify the category for material and provide requested information:

<p style="text-align: center;">Originals</p> <p>Items to be checked out by students at the library circulation desk</p> <ul style="list-style-type: none"> * Books, VHS tapes, etc * <i>no photocopies permitted</i> * only materials in their original form, or licensed copies of those originals, which offer no copyright restrictions 	Call Number (if library owns item):	<input type="checkbox"/>	Keep original on reserves until further notice		
			<input type="checkbox"/>	Remove & return original at end of semester	
	Full Title:				
	Author(s):				
	Publication Date & Edition:				
	Publisher Name & City:				
	Item should circulate for (mark one):	<input type="checkbox"/>	2-Hour Library Use Only	<input type="checkbox"/>	4 Days
		<input type="checkbox"/>	One Day	<input type="checkbox"/>	7 Days
<p style="text-align: center;">Copies</p> <p>Photocopies or computer files – students to access through E-res (electronic reserves online)</p> <ul style="list-style-type: none"> * instructor must provide photocopy or file * additional written permission is also required from any / all student authors 	Full Title of Chapter or Article (& Page Numbers):				
	Author(s) of Chapter or Article:				
	Full Title of Source Book or Journal:				
	Author(s) and/or Editor(s) of Source:				
	Publication Date & Volume / Issue or Edition of Source:				
	Publisher Name & City:				
Is this source a required textbook for your course? Yes No					
<p style="text-align: center;">Online Resources</p> <p>Materials available online – students to access through E-res (electronic reserves online)</p> <ul style="list-style-type: none"> * includes Web Pages as well as articles in the library's electronic databases 	Title of Web Page or Title of Article in Library Electronic Database:				
	Name of Library Database Containing Article (if applicable) & Journal Name, Date, Volume, Issue:				
	URL (only if link is not to an article in a library database):				