



BRENNAN LIBRARY

RESERVE REQUEST FORM

Procedures to follow:

1. Please allow a few days to process reserve materials.
2. Read and initial the copyright policy reprinted on the back of this form.
3. Fill out this form completely. We must have all the requested information in order to enter reserve items in online catalog for students to search.
4. Please use a separate form for each course.
5. Attach a separate sheet if necessary.
6. Bring the materials to Lydia Pittman with this form. You may put Lasell library materials, or personal copies of books, videos or articles on reserve. You may not put items borrowed from other libraries on reserve.

FACULTY NAME: _____

Office phone number: _____ **Department:** _____

Course prefix, section and course title:

To be taken off reserve:

end of semester ___ end of academic year ___ or specific date: _____

BOOKS AND AUDIOVISUAL MATERIALS: (Author and Title):

ARTICLES: (Title of magazine / journal / newspaper, and author / title of article)

