

Library Reserve Request

Instructor and Course Information:

Primary Instructor's Name _____ Date _____

Additional Instructors' Names (Please include all) _____

Department _____ Primary's Phone _____ Primary's Email _____

Course Number _____ Course Title _____

Activation Period (Choose one) Please note E-Reserves limited to one activation period; Print Reserves good for one year:

<p>Quarter</p> <p><input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer</p>	<p>Special Program/Rotation</p> <p>Date: Begin _____ Withdraw _____</p>
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Loan Period:

<p>W.W. Hagerty Library</p> <p><input type="checkbox"/> 2 hrs/standard <input type="checkbox"/> 4 hrs <input type="checkbox"/> Overnight <input type="checkbox"/> 3 days <input type="checkbox"/> 7 days</p>	<p>Hahnemann Health Sciences Library</p> <p><input type="checkbox"/> 3 hrs / no overnight <input type="checkbox"/> 3 hrs / overnight after 4 p.m.</p>
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Material Return Contact:

Contact Name: _____ Phone _____

Address _____ City _____ State _____ Zip _____

Citations (Please provide complete citations)

Reactivate previously submitted Reserve items

Citation	Original Format	Requested Reserve Format
Purchase Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Print* <input type="checkbox"/> Electronic ** <input type="checkbox"/> DVD/VHS <input type="checkbox"/> Other	<input type="checkbox"/> Same as Original Format <input type="checkbox"/> Electronic** <input type="checkbox"/> Online DVD/VHS***
Purchase Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Print* <input type="checkbox"/> Electronic ** <input type="checkbox"/> DVD/VHS <input type="checkbox"/> Other	<input type="checkbox"/> Same as Original Format <input type="checkbox"/> Electronic** <input type="checkbox"/> Online DVD/VHS***
Purchase Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Print* <input type="checkbox"/> Electronic ** <input type="checkbox"/> DVD/VHS <input type="checkbox"/> Other	<input type="checkbox"/> Same as Original Format <input type="checkbox"/> Electronic** <input type="checkbox"/> Online DVD/VHS***

***Personal Print Copies:** Personal copies will be affixed with a barcode, book pocket, marking on spine for shelving, and security tape. While the library will secure and maintain personal copies, we cannot accept responsibility for loss or damage.

****Electronic Reserves:** Reserve materials are made available electronically in compliance with U.S. Copyright Law. For further information see Reserve Collections, at <http://www.library.drexel.edu/services/reserves.html>

*****Online DVD/VHS:** Requires an additional course password

Submission Requirements:

Print Reserves: Please allow at least three days for processing. Library-owned materials should be requested four weeks before they are needed in case they are in circulation. For titles the library does not own, please allow 4-6 weeks for acquisition and processing.

Electronic Reserves: Paper copies submitted for electronic reserve should be: clean; high print quality; single-sided; un-stapled; and in 8 1/2 x 11-inch format. For articles that are available online, please provide the URL. Please allow at least 4 weeks for processing.

Please do not assign materials until we have had time to process them!

Circ Staff Only:	Received by _____	Date: _____	Completion Date: _____	Circ staff initials _____
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