



# Hard Copy Reserve Request: All Materials

Course and Section: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Instructor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_@bucknell.edu

CALL NUMBER	TITLE	DATE TO REMOVE (if prior to end of semester)	# of copies	Loan Period (Check one)			Material Type (Check one)			
				2 Hr	3 Hr	Over night	VHS	DVD	Personal Copy	Library Owned Book /Journal

**PLEASE NOTE:**

- Overnight loans are due back by 10:30 AM the next morning.
- The Reserve Room is designed to accommodate primarily **REQUIRED** readings. General guidelines as endorsed by the ULC suggest a maximum of 25 items per course.
- Verify that the library owns the material you wish to place on reserve. If we do not have an item, you may place an order online at [http://www.isr.bucknell.edu/Request\\_services\\_online](http://www.isr.bucknell.edu/Request_services_online)
- **Titles on your syllabus should match the titles in our catalogue to avoid confusion.**
- Reserve requests will usually be processed in **3-5 working days**. Requests will be processed in the order in which they are received.
- If the loan period you require is not listed, please see the reserves manager for other arrangements.

ON RESERVE BY:	_____/_____/2003
----------------	------------------