

FRIEDSAM MEMORIAL LIBRARY RESERVES SERVICE

FORM FOR PLACING MATERIAL ON RESERVE

Friedsam Memorial Library now offers both the traditional print and an electronic reserves service.

- Photocopied items will be placed in the print reserve area as before, and will also be added to the electronic reserve web site.
- Articles that are available full-text via one of the EbscoHost databases will be listed on the electronic reserve site as a link to that particular article on Ebsco's server.
- When using electronic reserve, only one or two hard copies are needed.
- Books and videos will continue to be placed in the print reserve area as usual, but obviously cannot be placed on the electronic site!
- All personal books or videos will be barcoded for tracking.
- To comply with copyright law, all copied material within the print *and* electronic reserve areas must be removed at the end of each semester.
- Please fill out one form for *each* title that you are placing on reserve.
- This form must be fully completed in order for an item to be accepted for reserves.

PROFESSOR'S NAME: _____

COURSE PREFIX AND NUMBER: _____

CIRCLE APPROPRIATE LOAN PERIOD FOR PRINT RESERVE AREA:

2 HOUR

24 HOUR

48 HOUR

Prof's phone:

Prof's e-mail:

This information will be used only if the library needs to contact you about this reserve. It will not be a part of the reserve record.

CHECK THE TYPE OF MATERIAL YOU ARE PLACING ON RESERVE AND FILL IN THE REQUESTED INFORMATION FOR THAT TYPE OF MATERIAL. [Works will be listed online using the MLA citation style to facilitate student citing of material.]

JOURNAL ARTICLE:

Author: _____

Article Title: _____

Journal Title: _____

Volume and Month/Year as applicable: _____

Paging: _____

ENTIRE BOOK:

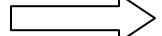
Author: _____

Title: _____

Place of publication: _____

Publisher: _____

Date of Publication: _____

OVER 

CHAPTER OR WORK IN AN ANTHOLOGY OR EDITED WORK:

Author of chapter: _____

Title of chapter: _____

Title of book: _____

Editor or compiler: _____

Place of publication: _____

Publisher: _____

Date of Publication: _____

Inclusive page numbers for chapter: _____

CD, AUDIOCASSETTE OR VIDEO (Please fill in information that applies):

Title: _____

Composer, Screenplay author, or Person being interviewed, etc.:

Director or conductor, etc.: _____

Performers, orchestra, etc.: _____

Program: _____

Distributor: _____

Date: _____

Type of media: _____ CD _____ Audiocassette _____ Video

WEB SITE

Author: _____

Title of web page: _____

Date created or last revised: _____

Sponsoring institution: _____

Date accessed: _____

URL (address): <http://> _____

For web sites, we will provide a link to the site on the electronic reserve page unless you specify that you want the printout of the website scanned. You may wish to consider having the printout scanned only for those rare sites that change significantly and frequently, and using a hotlink to the site for all others.

Please check box if you wish to have a printout of the site scanned and added to the reserve site:

THANK YOU FOR USING OUR RESERVE SERVICE!