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

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: ________________________________]

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.