

## Chester Fritz Library Electronic Reserve Form

\*Please Print

Date: \_\_\_\_\_

Faculty Name \_\_\_\_\_  
 Contact Information \_\_\_\_\_  
 Course Name \_\_\_\_\_  
 Course Number \_\_\_\_\_  
 Department \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_



### ELECTRONIC RESERVE (Photocopies, URLs, etc)

Is this available online?	<input type="checkbox"/>	URL: <input style="width: 80%;" type="text"/>	
Is this a new item?	<input type="checkbox"/>	Currently on e-res / archived?	<input type="checkbox"/>
#Students in Class	<input type="text"/>	Total number of students in the class must be stated for copyright reasons.	

<b>Book</b> Author:	<input style="width: 100%;" type="text"/>		
Book Title:	<input style="width: 100%;" type="text"/>		
Chapter Title:	<input style="width: 90%;" type="text"/>	Pg Range:	-
Publisher & City:	<input style="width: 90%;" type="text"/>	Pgs in book	<input style="width: 50%;" type="text"/>
ISBN #, if known:	<input style="width: 90%;" type="text"/>	Date of publication	<input style="width: 50%;" type="text"/>

<b>Journal</b> Title:	<input style="width: 100%;" type="text"/>		
Article Author(s):	<input style="width: 100%;" type="text"/>		
Article Title	<input style="width: 100%;" type="text"/>		
Vol. & Issue #:	<input style="width: 90%;" type="text"/>	Date:	<input style="width: 50%;" type="text"/>
ISSN #, if known:	<input style="width: 90%;" type="text"/>	Year:	<input style="width: 50%;" type="text"/>

Course Information to be displayed:

CFL Use Only:

Course password	<input style="width: 90%;" type="text"/>	Price:	\$	<input style="width: 90%;" type="text"/>
Date CCC contacted	<input style="width: 90%;" type="text"/>	Publisher Information: <input style="width: 90%;" type="text"/>		

Access Services will comply with all copyright laws and regulations. For details on copyright, please see our copyright and fair use information page.

A Reserve Request Form should be submitted to the library staff at least one week before an assignment is announced to the students at the beginning of the semester. Materials are processed in the order in which they are received. Once the beginning-of-semester rush is completed, the time required to process reserve requests may lessen according to the volume of requests. A password will be required to access the course page. The password will be e-mailed to you or sent through Intercampus mail when ready. Reserve Request Forms must be submitted once each semester to place items on reserve.

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 Department \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

## In Library Use (Books, VHS, DVD, CD-Rom)

**TOTAL NUMBER OF:** Personal Books  Library Books

List titles separately

1	<p><b>LOAN PERIOD: (PLEASE CHECK ONE)</b></p> <p>2 hrs/In Library Only <input type="checkbox"/>      24 hrs <input type="checkbox"/>      1 week <input type="checkbox"/>      OTHER <input type="checkbox"/></p> <p>2 hrs/May leave lib. <input type="checkbox"/>      48 hrs <input type="checkbox"/></p>
2	<p><b>LOAN PERIOD: (PLEASE CHECK ONE)</b></p> <p>2 hrs/In Library Only <input type="checkbox"/>      24 hrs <input type="checkbox"/>      1 week <input type="checkbox"/>      OTHER <input type="checkbox"/></p> <p>2 hrs/May leave lib. <input type="checkbox"/>      48 hrs <input type="checkbox"/></p>
3	<p><b>LOAN PERIOD: (PLEASE CHECK ONE)</b></p> <p>2 hrs/In Library Only <input type="checkbox"/>      24 hrs <input type="checkbox"/>      1 week <input type="checkbox"/>      OTHER <input type="checkbox"/></p> <p>2 hrs/May leave lib. <input type="checkbox"/>      48 hrs <input type="checkbox"/></p>
4	<p><b>LOAN PERIOD: (PLEASE CHECK ONE)</b></p> <p>2 hrs/In Library Only <input type="checkbox"/>      24 hrs <input type="checkbox"/>      1 week <input type="checkbox"/>      OTHER <input type="checkbox"/></p> <p>2 hrs/May leave lib. <input type="checkbox"/>      48 hrs <input type="checkbox"/></p>
5	<p><b>LOAN PERIOD: (PLEASE CHECK ONE)</b></p> <p>2 hrs/In Library Only <input type="checkbox"/>      24 hrs <input type="checkbox"/>      1 week <input type="checkbox"/>      OTHER <input type="checkbox"/></p> <p>2 hrs/May leave lib. <input type="checkbox"/>      48 hrs <input type="checkbox"/></p>