

Requires 7-10 days to process.



CARROLL UNIVERSITY

TODD WEHR MEMORIAL LIBRARY

Course Reserve Request

Submit your request online:

<https://www.carrollu.edu/library/help/course-reserves-faculty>

Today's Date: _____

Semester: Fall Winter Spring Summer

Course Name: _____

Course Number: _____ Instructor: _____

Email: _____ Phone number we can reach you at: _____

Number of Students in the class: _____ Check Out Time for print/media: 2 Hrs 3 Hrs 24 Hrs 3 Days

Is use of this reserve material a course requirement?

All reserve requests will be checked for compliance with the fair use provisions of the US Copyright Act, Sec. 107.

You will be notified if the items requested fail to meet these guidelines.

For more information on these guidelines, contact Sara Mosey at smosey@carrollu.edu or see the library's website: <https://www.carrollu.edu/library/help/course-reserves-faculty>

Items to be placed on Reserve:

(Please include entire citation, page numbers, & call number)

1.		Used before? <input type="checkbox"/>	Owned by library? <input type="checkbox"/>
2.		Used before? <input type="checkbox"/>	Owned by library? <input type="checkbox"/>
3.		Used before? <input type="checkbox"/>	Owned by library? <input type="checkbox"/>
4.		Used before? <input type="checkbox"/>	Owned by library? <input type="checkbox"/>
5.		Used before? <input type="checkbox"/>	Owned by library? <input type="checkbox"/>
6.		Used before? <input type="checkbox"/>	Owned by library? <input type="checkbox"/>
7.		Used before? <input type="checkbox"/>	Owned by library? <input type="checkbox"/>
8.		Used before? <input type="checkbox"/>	Owned by library? <input type="checkbox"/>

All items will be removed from reserves at the end of each semester. Instructors are encouraged to retrieve personal reserve materials. Please give advance notice to the reserve staff prior to picking up materials. Items must be processed off reserve databases.