

Requires 7-10 days to process.

# Course Reserve Request Carroll University Library

Save paper! Submit your request online:  
<https://www.carrollu.edu/library/help/course-reserves-faculty>

Today's Date: \_\_\_\_\_

Semester: Fall  Winter  Spring  May  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

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 Director of Library Services Joe Hardenbrook at [jhardenb@carrollu.edu](mailto:jhardenb@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!!)*

### Articles, Chapters, CDs, DVDs, class resources (no textbooks)

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.

#### Library Staff Use Only:

##### Paper Reserve

Date on: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Notes: \_\_\_\_\_

##### Electronic Reserve

Scanned: \_\_\_\_\_  
Edited: \_\_\_\_\_  
PDF'd: \_\_\_\_\_  
On Website: \_\_\_\_\_

Approval: \_\_\_\_\_