

WESTERN OREGON  
UNIVERSITY  
Hamersly Library

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**RESERVE LIST INFORMATION**

Today's date: \_\_\_\_\_

Instructor teaching the course: \_\_\_\_\_

Phone No: \_\_\_\_\_ Course No: \_\_\_\_\_

Course name: \_\_\_\_\_

Must be available to students by: \_\_\_\_\_

Date to be removed from Reserve: \_\_\_\_\_

FOR NEW LIST

ADD TO EXISTING LIST

Check out period:

2 hour IN LIBRARY USE ONLY

2 hour and OVERNIGHT USE (the item may leave the Library, checked out 2 hours before the Library closes, due 1 hour after the Library opens again)

24 hour use

3 day use

7 day use

eReserve

Method of delivery (for **eReserve** materials):

Database Citations    Diskette or CD-ROM    Email attachments    Photocopies    Web Addresses (URLs)

**NOTE: If you are submitting photocopied materials, please mark each item clearly with author & title your students will use to request the item.**

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Special Instructions, Database Citations or URLs: \_\_\_\_\_

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Library Use Only:

# of items \_\_\_\_\_ = LC \_\_\_\_\_ + PC \_\_\_\_\_ + UC \_\_\_\_\_ + ER \_\_\_\_\_

On copyright list: yes \_\_\_\_\_ no \_\_\_\_\_ If yes, is it in violation? yes \_\_\_\_\_ no \_\_\_\_\_

Prepared by (date/initials) \_\_\_\_\_

Entered into computer by (date/initials) \_\_\_\_\_

Copyright file completed (date/initials) \_\_\_\_\_