

**WESTERN OREGON
UNIVERSITY
Hamersly Library**

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.

Special Instructions, Database Citations or URLs:

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) _____