Reset Form

COURSE RESERVES FORM for Print and Media

Complete this form to place materials on Reserve. They will be available for checkout at the Circulation Desk. Please see "General Information and Tips : Print and Media Course Reserves" for additional information. If you have questions or need assistance, please call Mrs. Janet Patterson at 836-4362 or e-mail patterjl@uwec.edu or see http://www.uwec.edu/Library/reserve.

DATE	INSTRUCTOR NAME (Last, First)	DEPARTMENT PREFIX AND COURSE NUMBER	NUMBER OF STUDENTS USING MATERIALS	DATES MATERIALS WILL BE FIRST USED IN RESERVE

RESERVE CIRCULATION PERIOD (SELECT ONE):

☐ 2 HOURS & OVERNIGHT ☐ 1 DAY ☐ 3 DAY ☐ 7 DAY

MATERIALS WILL BE USED:

☐ _____Weeks ☐ INTERIM SESSION ☐ SUMMER SESSION

☐ FALL SEMESTER ☐ SPRING SEMESTER

CALL NUMBER (If item is not Library owned, the call number will be assigned by Reserve staff.)	AUTHOR NAME (Last, First)	TITLE (Please enter title of book or article. If not a book, enter title as it will be given to students.) **Important: Bibliographic citations must be complete for all materials**	EDITION (Needed only if specific edition is required.)	NO. OF COPIES placed on Reserve.

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