Course Reserves Request Form – IU Southeast Library

Complete Parts 1 & 2 below and deliver form and reserve item to LB-200 (IUS Library circulation desk)

Questions -- macook@ius.edu / 941-2486 / http://www.ius.edu/Library/course_reserves.html

Part 1 - **I request that the material in Part 2 be placed on reserves for the following course(s) that I am teaching at IUS:**

Semester:	Year:	Dept(s):	Course Number(s):	Section Number(s):
Today's Date:		Instructor's Name (please print):		
Campus Address:		Email Address:		
Phone No:		**Instructor's Signature:**		
Is this course being delivered electronically? Yes ☐ No ☐				
Date item is needed for class (especially important during first month of each semester):				

Part 2 - **Identify the category for material and provide requested information:**

Originals Items to be checked out by students at the library circulation desk * Books, VHS tapes, etc * *no photocopies permitted* * only materials in their original form, or licensed copies of those originals, which offer no copyright restrictions	Call Number (if library owns item):		Keep original on reserves until further notice
			Remove & return original at end of semester
	Full Title:		
	Author(s):		
	Publication Date & Edition:		
	Publisher Name & City:		
	Item should circulate for (mark one):	2-Hour Library Use Only	4 Days
		One Day	7 Days

Copies Photocopies or computer files – students to access through **E-res** (electronic reserves online) * instructor must provide photocopy or file * additional written permission is also required from any / all student authors	Full Title of Chapter or Article (& Page Numbers):		
	Author(s) of Chapter or Article:		
	Full Title of Source Book or Journal:		
	Author(s) and/or Editor(s) of Source:		
	Publication Date & Volume / Issue or Edition of Source:		
	Publisher Name & City:		
	Is this source a required textbook for your course? Yes ☐ No ☐		

Online Resources Materials available online – students to access through **E-res** (electronic reserves online) * includes Web Pages as well as articles in the library's electronic databases	Title of Web Page or Title of Article in Library Electronic Database:
	Name of Library Database Containing Article (if applicable) & Journal Name, Date, Volume, Issue:
	URL (only if link is not to an article in a library database):