

Manhattan College Library Reserve Request Form For Faculty

Instructors must complete this form FULLY for each item they wish to put on reserve.
Due to copyright concerns, items cannot be put on reserve without full information.

Course/Instructor Info

Instructor Name: _____
 Email: _____ Phone: _____
 Department Name: _____
 Course Number _____ Section Number(s): _____
 Full Course Name: _____
 Estimated number of students in this course _____ Is this a new course? Yes No

Item Information

Book/Journal/Video Title: _____
 Article or Chapter Title: _____
 Author(s): _____
 Call # (books only): _____ Volume/Issue #: _____
 Publisher (books only) _____ Pub.Date: _____ Start page ____ End page ____
 For online reserves, provide the exact link text you wish to see for this item:

When will this item be on reserve? Year _____ Fall Spring Summer January

Please check all boxes that apply:

Electronic Reserve

Paper document (article photocopy, book chapter, syllabus, etc.)

Traditional Reserve

Photocopies or other papers (example: articles, book chapters, or syllabus)

Library Item (example: book, bound journal, or video)

Instructor's personal book or other personal item (video, compact disk, etc.)

Please specify the traditional reserve loan period for this item:

2 hour library use only Overnight Other _____

All items that meet Library e-reserve policies will be placed on unless you check the following box:

Do not put this item on Electronic Reserve

To my knowledge, I am not violating any copyright laws by placing this material on reserve.

Signature (required): _____ Date: _____

----- For Library Staff Use Only

Electronic Reserves

	Date Completed	Staff Signature
Create or Update Course Page		
Scan Page Into System		

Traditional Reserves

	Date Completed	Staff Signature
List Item on Course Page		
Barcode entered into Voyager		