Wilder Library Reserves Request Form

Please fill out this form and bring to the library along with your reserve items.

Limit 20 reserve items per instructor.

Today's Date:      Received Date: [LIBRARY USE ONLY]

Contact Information / Course Information
1) Instructor's Name: ______________________________________
2) Instructor's Contact Information: ___________________________
3) Course Title/ Number:_____________________________________
4) Semester:________________________________________________
5) Return Address for Your Items: _______________________________

Please Read--Copyright Information
Photocopied materials must comply with United States Copyright Law (Title 17, U.S. Code). Your name or signature below assures that this material falls under the fair use guidelines or that you have obtained appropriate permissions for copying.

SIGN BELOW.

Instructor's Signature: _______________________________________
Date: ________________________________

Allow 2 business days for reserves items to be processed. Materials placed on reserve are intended for educational use by VUU students in a particular course.

Reserve Request 1

- Article or Book? (Circle one): 
- Author(s):
- Title:

- Personal or Library Copy (circle one): [Note: personal copies will be barcoded]
- Call Number: [applicable for library copies only]
- Loan Period (circle one): 2 hours Overnight 3 nights

(Additional space for reserve requests on other side)
Reserve Request 2

- Article or Book? (Circle one):
- Author(s):
- Title:

- **Personal** or Library Copy (circle one): [Note: personal copies will be barcoded]
- Call Number: [applicable for library copies only]
- Loan Period (circle one): 2 hours Overnight 3 nights

Reserve Request 3

- Article or Book? (Circle one):
- Author(s):
- Title:

- **Personal** or Library Copy (circle one): [Note: personal copies will be barcoded]
- Call Number: [applicable for library copies only]
- Loan Period (circle one): 2 hours Overnight 3 nights

Reserve Request 4

- Article or Book? (Circle one):
- Author(s):
- Title:

- **Personal** or Library Copy (circle one): [Note: personal copies will be barcoded]
- Call Number: [applicable for library copies only]
- Loan Period (circle one): 2 hours Overnight 3 nights

Reserve materials are returned at the end of the semester unless otherwise indicated.

(Additional space for reserve requests on other side)