

CALVIN T. RYAN LIBRARY

Reserve Request Form

Instructor: _____ Email: _____ Phone: _____

Course Name: _____ Course #: _____

Fall _____ Spring _____ Summer _____ Year _____ Request Date for Removal _____

Title(Journal/Book/Article/DVD/VHS/Cassette/CD): _____

Call#/Citation/Personal Copy: _____

Author: _____

1 hr. – library only
2 hr. – library only
4 hr. – library only
1 day – no grace period
2 day - no grace period
3 day – no grace period
4 day – no grace period
7 day – no grace period

Electronic Reserve Only _____ Paper Reserve Only _____ Paper AND Electronic Reserve _____

FOR OFFICE USE ONLY:

ERes Date Added _____ Password _____ Initials _____ Date Removed _____ Initials _____
Paper Reserve Date Added _____ Initials _____ Date Removed _____ Initials _____
Notes: _____

Title (Journal/Book/Article/DVD/VHS/Cassette/CD): _____

Call#/Citation/Personal Copy: _____

Editor/Author: _____

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2 hr. – library only
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3 day – no grace period
4 day – no grace period
7 day – no grace period

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FOR OFFICE USE ONLY:

ERes Date Added _____ Password _____ Initials _____ Date Removed _____ Initials _____
Paper Reserve Date Added _____ Initials _____ Date Removed _____ Initials _____
Notes: _____

- All photocopied items, personal books, and library books to be placed on Paper or Electronic Reserves must be listed on a Reserve Request form when you bring the items to the library circulation desk.
- **From the time your reserve material and completed form are brought to the Circulation Desk, we require one week for processing before you assign this material.**
- Items are placed on reserve for ONE SEMESTER. No materials will be placed on permanent reserve. You may indicate a date on the Reserve Request form for materials to be returned to you.
- The library is not responsible for damage or loss of personal material that is placed on reserve.
- It is your responsibility to retrieve any library materials that you wish to be placed on reserve.
- Reserve periods are:
 - 1 hr. – library only
 - 2 hr. – library only
 - 4 hr. – library only
 - 1 day – no grace period
 - 2 day-no grace period
 - 3 day – no grace period
 - 4 day – no grace period
 - 7 day – no grace period
- A request form can be obtained at the Circulation Desk in the library or at the following website:
<http://www.unk.ed/acad/library/circ/circ.htm>
- If you have any questions please contact the Circulation Desk at 865-8145.

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Notes for Office Use Only: _____
