Library Reserve Request Form

Please complete this form and return it to our reference desk, or fax 215-968-8005, or email to <infobc3@bucks.edu>. If you have any questions, please consult with a reference librarian in the library, or call 215-968-8013, or email <infobc3@bucks.edu>. Furthermore, please consult our Reserve Material Guidelines for general information, <http://www.bucks.edu/library/services/reserve.html>.

New forms must be submitted each semester for all materials. Please visit the Library’s Copyright Compliance Information Site at <http://www.bucks.edu/library/copyright/index.html> for copyright and Fair Use guidance.

For assistance placing electronic materials on your online course space, please contact Bill Hemmig, Online Learning Librarian, at 215-504-8611 or <hemmigw@bucks.edu>.

1

Instructor(s) information

Instructor Name (s):
Instructor email (s):
Instructor phone (s):
Instructor address (required only if instructor-owned material will be on reserve):

2

Course Information

Course Department: Course and Section Number:
Course Name: Approximate number of students:
Check one Semester and indicate Year: □ Fall □ Winter □ Spring □ Summer

3

Material Information

Please indicate what you are providing
□ Library owned material (book, journal, video, etc.)
please indicate call number:
□ Personally owned material
□ other:
Please indicate where material will be housed (check all that apply):
□ Newtown Campus
□ Bristol Center
□ Upper County Campus
Please indicate loan period:
□ 3 hour (library use only)
□ overnight
□ 3 days
□ one week
Please provide the following information (be sure title information supplied here is consistent with information you provide your students):
Author: ___________________________________________
Title: ___________________________________________

4

Date to be removed from reserve: ________________________
(ALL items will be removed from reserve on the last day of the semester unless an earlier date is indicated.)

For additional materials for the same course, simply attach additional sheets providing required information.

- Please allow 10 days for request to be processed unless informed otherwise.
- To avoid confusion, the title used on this form should be consistent with title information you provide to your students.