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.

------------------------------------------------------------------------------------------------------------
Instructor(s) information

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

------------------------------------------------------------------------------------------------------------
Course Information

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

------------------------------------------------------------------------------------------------------------
Material Information (Please check one section only and complete necessary information)

___ Hard Copy Material

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:___________________________________________

___ Electronic Material

Please indicate what you are providing:
____ an electronic file
____ a hard copy item to be scanned
____ a citation to an entry in one of our subscription databases
____ link to a website (url)
____ other:

If you are placing a copy of a journal article or chapter of a book on reserve, it may be subject to copyright protection. Please consult with a librarian.

Please provide the following information (be sure title information supplied here is consistent with information you provide your students):

Author:__________________________________________
Title:____________________________________________
Source Publication (if applicable):_____________________

A page will be created for your course in ERes. A password will be assigned to make it accessible to only your class. You will be notified when the page has been activated along with password information.

------------------------------------------------------------------------------------------------------------
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.)

------------------------------------------------------------------------------------------------------------
If item is a copy of an article or other copyrighted material, have you ever placed this item on reserve with Bucks County Community College Library? ___ Yes ___ No

------------------------------------------------------------------------------------------------------------
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.