

# Reserve Processing Request

Date \_\_\_\_\_

- Reserve Processing Requests will be processed in the order they are received.
- Due to the heavy workload at the beginning of each semester, please allow more time for the processing to be completed
- Please include a syllabus with long reading lists to help ensure that materials are available for your students
- The UNL Libraries comply with the fair-use guidelines of reproducing copyrighted material. Please review the policies available on the web: <http://libraries.unl.edu/reserve#instructors>

## Instructor Information:

Name \_\_\_\_\_

Campus Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Course Information:

Course Department/Number (as listed in the UNL Schedule of Classes) \_\_\_\_\_

Course Name/Section Number \_\_\_\_\_

Expiration Date: (Materials are to be taken off reserve at the end of which academic session?)

Fall Semester

Spring Semester

Summer Session

Other (Please Specify)

## Loan Period for the physical items/hard copies:

Two hours – library use only

Two hours

Four hours

One day

Three days

One Week

**Electronic Reserve: (E-Resources)** – Full Text Articles to be linked into a course reserve page– **Please provide the following information for each request below:**

E-Journal, Vol/No, Month/Year, Article title/Author and URL(if available):

**Additional Content:**

**Electronic Reserve:** Photocopy Request for items owned by the UNL Libraries – **Please provide the following information for each request below:**

Call number, Title of book or journal, Chapter/Article title, Page Numbers

**Library owned items to be pulled from the shelves– Please provide the following information for each request below:**

Title of the book or journal, Call Number, Loan period (if different for each book): 2 hrs lib use, 2 hrs, 1 day, 3 days, 1 week

**Additional Content:**