



# 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.

# 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 \_\_\_\_\_

### 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.

# 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.)

# 5

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.