RESERVE MATERIAL RENEWAL FORM

SEMESTER:  ☐ Fall  ☐ Spring  ☐ Summer  Year __________

Instructor _______________________________ Department __________________________________

Email __________________________________  Phone #_________________  Total # of Students _________

Course Title _________________________________________ Course Number _____________

Please use this form to identify material from previous semesters (e.g., Fall 2002) that you would like to
place on reserve for the course and semester indicated above – do not send us a copy of a book chapter or
article unless we ask for it. You may list individual items or ask us to recall all the material you had on
reserve. Please contact us if you would like a list of the material you had on reserve for a particular
course. Articles available in one of our electronic journals should not be placed on reserve. **This repeat
use may require us to apply to the copyright holder for permission to make the item available
online. Occasionally permission is denied or is prohibitively expensive – we will let you know if this
is the case.**

I would like to renew for reserve (circle one)               All items               Items listed below

From course # (insert number) ___________       Semester _____________________________

Course name __________________________________________________________________

Individual items to place on reserve:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

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