

Ottenheimer Library Reserve Request

Instructions for Using the Reserve Request Form:

1. Complete the Instructor and Course Information section accurately and in its entirety.
2. Complete one form for each separate class.
3. Obtain copyright permissions, where applicable, before submitting photocopied materials to the library.
4. Please allow 2-5 working days before assigning work that requires the material. A confirmation email will be sent when the request is filled.
5. If you have any question, contact Stephanie Hamblen, Reserve Specialist, at 569-3123 or slhamblen@ualr.edu.

Date _____

Semester(s) to be on Reserve: _____ 20____
All items will be removed the week after final exams of the semester indicated.

Instructor _____

E-mail Address _____

Department _____ Building & Room Number _____

Course _____ Course No. _____
Example: ENGL Example: 2337

Course Title _____
Example: World Literature

Other Instructors to be Listed: _____

Loan Period (check one):

_____ 2 hours (Items are restricted to Library Use Only)

_____ Overnight _____ 3 days _____ 7 days

_____ Electronic Reserve

All E-Reserves will be password protected. You will receive the password in your confirmation email.

~Please list items on reverse~

Title	Author