

received by: _____ Date/Time Received _____

Course Reserve Request Form CSUN University Library

Use a separate sheet for each course. Items are processed strictly in order of receipt. To allow for timely processing, please submit library owned or personal items at least **five working days** before they are needed for class. Purchase requests need to be submitted **four weeks** in advance. Please see below for more deadline details.

Instructor's Name (last, first): _____ Dept. _____

Campus Phone: _____ Dept. Mail Code: _____

Home Phone: _____ Email: _____

I have read, understand, and will follow the University Library's reserve policy and copyright guidelines. I assume responsibility for the copyright compliance of all reproduced materials placed on reserve on my behalf.

Signature: _____

For scanning requests for electronic reserves, please fill out an [Instructional Materials Scanning](#) form.

Course Code (e.g. ENGL 155): _____ Course Name: _____

Course Type: In person Hybrid Online only Tseng College course? Yes No

Reserve Type(s) (check all that apply):

Library-owned item(s) **Purchase request(s)** **Instructor's personal item(s)**

Purchase requests may take **four weeks** to complete. If you have a personal copy to leave here until the purchase request has arrived, we will be happy to accommodate you.

We cannot purchase any titles after our fiscal deadline, usually late March/early April (varies by year). Purchases may resume in August. Purchased items must be in stock from our vendors.

Physical Item Loan Period (check one):

1 Hour Library Use Only	1 Day
2 Hours Library Use Only (most common)	2 Days
3 hours Library Use Only	7 Days

Take off reserves at end of:

Fall Semester Spring Semester Summer session YEAR: _____

Five years is the maximum length any physical item may be on reserve. Professors must contact CR/CR at the end of the five years to extend the course reserve for another five years. Reserves that expire will be returned to professors or to the library main stacks.

Contact: 818-677-3282 or librbr@csun.edu

ATTN: Ross Kendall or Berhan Arega

PLEASE LIST ONLY ONE TITLE PER ROW

	Call number (library owned) or ISBN (purchase request) Leave BLANK for prof. copy	AUTHOR	TITLE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			