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.

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:_____

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

___ Library-owned item(s)

___ Purchase request(s)

___ Instructor's personal item(s) – please limit to two copies of any title

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 process any requests 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

Revised January 2024

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			