

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: _____

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 in the last week of April (item must be in stock from our vendors.) Deadline is subject to change due to unforeseen circumstances. Purchases may resume in August.

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

14 Days

Take off reserves at end of:

Fall Semester Spring Semester Summer session YEAR: _____

Please note length restrictions: Five years is the maximum length any physical item may be on reserve. Professors must contact RPM 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)	AUTHOR	TITLE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			