Reserve Materials Form

University of New England Libraries

Today's Date:	Instructor:
Name of Course:	Campus Office/Dept. Address:
Course #:	Campus Phone #:
Date to be placed on reserve:	Date to be removed & picked up:
Please allow at least 48 hours for processing.	Materials are processed in order of receipt.

Read and check the following boxes before submitting your materials for reserve:

I have written the instructor's name & full bibliographic citation on each photocopy.

I have submitted only <u>one clean copy</u> of photocopied materials.

I have not placed the same photocopied materials on reserve in a previous term.

I have attached copyright permission to materials which do not meet copyright guidelines.

▼ for library use only ▼

# Copies (1 copy preferred)	Author	Title (As students see on syllabus)	Personal copy? Y/N	Reserve #	Removed