

# WORKSHEET FOR RESERVES

## Carlyle Campbell Library

Please bring this form, along with the materials to be placed on reserve, to the circulation desk no fewer than three days in advance of assignments. (After the first month of the semester two days in advance will be sufficient.)

Only Meredith items or items that belong to you can be placed on reserve. We cannot place items on reserve that belong to another institution.

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**DATE**

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**COURSE** (course initials & number)

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**FACULTY** (last, first name)

### RESERVE TYPES:

- STRICT** (3 hour in library use only. Student may borrow up to four items)
- 24 HOUR** (Student may borrow up to two items.)
- 3 DAY** (Student may borrow up to two items.)

**NUMBER OF COPIES** --- only two copies allowed for copyrighted photocopies without special permission from the copyright owner. All photocopied material must display a clear bibliographic citation and will be stamped with a copyright warning.

**CALL NO.**  
(or Folder)

**AUTHOR**

**TITLE**

**Library Staff Only**

- Library materials discharged & entered on Millennium**
- Reserve bibliographic record completed for Personal items & entered on Millennium**
- Materials placed on reserve shelf**