

Goucher College Library  
**COURSE RESERVE REQUEST**

**Note: We may require THREE DAYS to process materials for Reserve**

Today's date: \_\_\_\_\_ Your name: \_\_\_\_\_  
Dept. & Course #: \_\_\_\_\_ Course Name \_\_\_\_\_  
Campus ext.: \_\_\_\_\_ Home/Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Need on Reserve by \_\_\_\_\_ Been on reserve before? \_\_\_\_\_ When \_\_\_\_\_

Circle one: 2-hour in-library reserve (best for readings) 1-day reserve  
4-hr. in-library reserve (best for videos) 3-day reserve 5-day reserve

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PLEASE FILL OUT **THE APPROPRIATE PORTION** OF THE FORM BELOW  
DEPENDING ON WHETHER YOUR ITEMS ARE LIBRARY-OWNED, PERSONAL, OR PARTIAL ITEMS

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***Items owned by library...*** Please list author, title, edition, date, and call #.

Call #

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

***Personal books, films, music, etc.*** Please list author, title, edition, and date for each item.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

**Note:** For copyright reasons, personal items may only be put on reserve for one semester. Please purchase with departmental funds any items you wish to put on reserve for additional semesters.

***Articles, chapters, or sections within books, magazines, CDs, etc.***

**\*US CODE requires each Reserve item to include photocopy of SOURCE COPYRIGHT STATEMENT**

**\*PLEASE CHECK BOX IF SOURCE ITEM IS OWNED BY THE GOUCHER LIBRARY**

Please list items the way your students will ask for them; i.e., by author, source, title, etc.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_