

Bowling Green State University
Regular Reserve Form

Semester:

20__

Professor/TA Full Name: _____ Office Phone: _____

Department and Course Number: _____ Title of Course: _____

Number of Students: _____ Article should be listed as: Packet Individual Listings

Circulation Period: 2-Hour 1 Day 3 Day (default is 2-Hour)

*All Reserve material will be removed at the end of the semester due to copyright laws. All material will be processed within 3-5 days on a first-come, first-served basis. **Appropriate citations and attributions to sources must be submitted with or on items for reserve.**

Call Numbers (if applicable)

Author (Last, First Name)

Title (as it appears on syllabus)

Call Numbers (if applicable)	Author (Last, First Name)	Title (as it appears on syllabus)

I certify that this reserve request complies with the requirements of Copyright Act (17, U.S. Code) as it applies to photocopied material (see reverse side of form for detailed information). Permission must be requested from copyright holder in order to place articles on reserve for more than one semester.

Signature of Faculty Member: _____

Date: _____

Faculty Email Address: _____

Staff Use Only

Completed By: _____

Items on Reserve: _____