

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: _____