



Reserves Request Form

Fill out the requested information below and return to the Circulation Desk or by e-mail to circdesk@ben.edu. Please fill out a separate form for each course. If we cannot identify the item with the information you provide, your form will be returned to you for clarification.

Date: _____

Instructor Information

Instructor: _____ Campus Office: _____ Phone Ext: _____

Email address: _____

Course Information:

Department: _____ Course Number: _____ Section: _____

Semester: _____ Year: _____ Start Date: _____ End Date: _____

Cross-listed? YES NO

Cross-listed as: Department: _____ Number: _____ Section: _____

Item Information:

Title: _____ ISBN: _____

Author/Editor: _____ Publisher: _____

Edition: _____ Year: _____ Material Type: _____

Reserve Loan Period: 2-Hour (in library) 1-day (checkout)

Personal Copy: YES NO Donate to the library? YES NO

Item Information:

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Author/Editor: _____ Publisher: _____

Edition: _____ Year: _____ Material Type: _____

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Why Use Course Reserves?

1. Reserve allows equitable access to required materials by reserving them for short-term use in the library, or by limiting the duration that an item may be checked out.
2. The Reserve system makes it easy for students to find resources needed for their coursework in the library's catalog system, even if they are not using the reserve copy.
3. Even when students order their textbooks, sometimes their orders don't come in on time. Course reserves can ensure that all students, especially at the start of the semester, are able to complete their assignments.
4. Reserves don't have to just be textbooks or required readings! You can also request materials that you know will be vital to students as they complete assignments for your course. This can also help the library staff provide the best possible assistance to students completing work in your courses!
5. The library is making an effort to make as many textbooks available to students through the course reserves and textbook collection as possible. If you have extra copies of your coursebooks, consider donating them to the library collection.

Benedictine Library Reserves Policies

1. Items requested for Course Reserve will only be held on reserve while the course is being taught.
2. Personal copies that are placed on reserve will be returned to the owner following the end of the course. Please write your name on the inside cover.
3. Requests for items to be placed on course reserve must be received at least 1 week in advance. Please be aware that circulating items will not be recalled until the form is received, so please allow time for circulating items to return to the library.
4. Forms with insufficient item citations will be returned and must be fully completed before the reserves will be activated.
5. Interlibrary Loan materials cannot be placed on course reserves.
6. Please return a separate form for each course for which you are requesting reserve materials.
7. Return the forms via e-mail to circdesk@ben.edu or physically to the Library's circulation desk in the Lower Level of Kindlon Hall.
8. Requests must be in accordance with copyright law and fair use exemption.