

# Doane Library

## Course Reserve Request Form

*Please print this form, complete it, and return it to the Circulation Department.*

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Professor: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_ Number of Students: \_\_\_\_\_

- Loan Period:
- Two Hour Reserve, Library Use Only
  - Five Hour Reserve, Library Use Only
  - Three Day Reserve
  - ERes: Electronic Reserve

### Reserves Policies:

1. Requests will be processed in the order in which they are received.
2. Please remember to allow time for processing. Requests may take up to several days to process during busy times of the year.
3. Each document must include a complete bibliographic citation.
4. Requests received after noon on Friday may not be processed until the following Monday.

**YOU WILL BE NOTIFIED BY E-MAIL WHEN YOUR REQUEST HAS BEEN PROCESSED.**

Author	Title	Call Number

For more information, please visit: <http://www.denison.edu/library/services/reserves.html>  
or contact Star Andrews, Reserves Specialist, at: [andrewss@denison.edu](mailto:andrewss@denison.edu) / x6540