

# Doane Library

## Hard Copy 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
  - Three Hour Media Reserve, Library Use Only.

**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 item must include a complete bibliographic citation and call numbers if it is to be retrieved by library staff.
4. Requests received after noon on Friday may not be processed until the following Monday.
5. For A/V materials, please specify a date range under dates needed below. If you would like to reserve the viewing room for your class, please contact Pam Magelaner at X5711.

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

Author/Director	Title	Call Number	Dates Needed

For more information, please visit: <http://www.denison.edu/library/services/reserves.html>  
or contact Kristen Pantle at ext. 6540 or [pantlek@denison.edu](mailto:pantlek@denison.edu)