

Concordia University of Edmonton Library

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Once you have filled in the downloaded form save it and email it as an attachment to:
jan.mutch@concordia.ab.ca

RESERVE REQUEST FORM

PROFESSOR: _____ DATE: _____
COURSE: _____

DATE TO PUT ITEM ON RESERVE: _____
DATE TO REMOVE ITEM FROM RESERVE: _____

****ALLOW AT LEAST ONE WEEK FOR PROCESSING****

CHOOSE ONE OF THE FOLLOWING LOAN PERIODS:

Note: Indicate differing loan periods next to the item(s) as necessary

- 2 hours
- 2 hours and overnight (overnight loans begin 2 hours before closing)
- 1 day
- 3 days
- 7 days

CONCORDIA ITEMS:

Provide the following information and bring the items and this form to the Reserve Desk.

1. Title _____
Call no: _____
2. Title _____
Call no: _____
3. Title _____
Call no: _____
4. Title _____
Call no: _____
5. Title _____
Call no: _____
6. Title _____
Call no: _____
7. Title _____
Call no: _____
8. Title _____
Call no: _____

PERSONAL FACULTY COPIES:

Books required for the course, such as textbooks, are not purchased by the library unless they will be of enduring value to the collection. Indicate if you wish to donate your personal copy to the library or if the item should be purchased for the collection.

1. Title _____
2. Title _____
3. Title _____
4. Title _____

SAMPLE STUDENT ESSAYS:

Fill out the **PERMISSION TO REPRODUCE A STUDENT ESSAY** form and submit with a **PHOTOCOPY** of the paper, **not** the original.

Note: Accompanying copyrighted material (e.g. such as journal articles) will not be placed on reserve.

PHOTOCOPIED ITEMS:

Photocopied articles and book excerpts are not generally put on reserve.

- If the article or book excerpt is available electronically to authenticated users [i.e. through one of Concordia Library's licensed databases], you will receive an e-mail with the item's permanent URL to post on Moodle.
- If the article or book excerpt is not available electronically but is covered by Concordia's Access Copyright license, you will receive an e-mail with a scanned copy of the article or book excerpt to post on Moodle.

Lecture notes, sample answers, past exams are not generally put on reserve.

- Instructors are expected to scan and post these items on Moodle [library staff can provide scanning assistance].
- If there is a compelling reason to put these items on reserve, please do not include accompanying content that requires copyright clearance (e.g. book excerpts, journal articles). Provide title(s) for these reserve items. *Note: The library will supply binders or folders as needed.*