

RESERVE PROCESSING FORM

Course Prefix, #, Section _____ Date _____

Faculty Name _____ Campus Box # _____

E-mail Address _____ Phone # _____
(if other than UNC) (if other than UNC)

of Students in class _____

Check one or both reserve options:

Electronic Reserve _____
(materials are scanned and accessible
to your students via the web)

Paper Reserve _____
2 hr 4 hr 1 day 3 day
checkout period (circle one)

On Reserve for: FALL SPRING SUMMER

Needed by students: _____ Date

Materials may be removed from reserve: _____ End of Semester
_____ Other

Paper reserve materials will be returned to you at the time they are removed from reserve.

For unpublished materials (such as course notes), please indicate a preferred title:

For every photocopied selection, you must provide a complete citation, including:

Author, Title, Publisher and Publication Date (for books)

Author, Article Title, Journal Title, Date, Volume, Page Numbers (for periodicals)

The citation should be written on each selection OR you can attach a list of citations for all materials.

If Michener/Skinner Libraries own the same exact selection in another source, the Libraries' source may be used. This allows us to comply with copyright law, without incurring additional costs.

All materials will be listed in the Source library catalog under the professor's name and course number. Within each course, published materials are listed by Author/Title.

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