

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For unpublished materials (such as course notes), please indicate a preferred title: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