

IU East Library Reserve Request Form

Please return completed form(s) to the IU East Library Circulation Desk or via email to [Jesse Whitton](mailto:Jesse.Whitton@iu.edu).
If you have not already done so, you must sign a Reserve Authorization Form to place materials on reserve.
Please allow 24 hours after submitting this form before reserves are available for circulation.

Instructor: _____ Email: _____

Department: _____ Extension: _____

Course Title: _____

Course ID: _____ Semester(s): _____

Bibliographic Information for material being placed on reserve:

(If you are placing a personal copy on reserve, please be sure your name is on it!)

(1) Book, Video, or Journal Title: _____

Alternative Title: _____

(Used if students will ask for the item by something other than the actual title)

Author(s): _____

Publisher, Place, and Year: _____

(check one): 2 hours 1 day 3 day

Item(s) belong to:

Personal copy: at the end of the semester, return to _____

IU East Library copy: call number _____

Other library's copy (includes other IU campuses): please fill out "Reserves Special Procedures Agreement"

For Library Use Only:

Received by: _____ Completed by: _____ Date: _____

Total checkouts (end of reserve term): _____

Date instructor contacted: _____ Date removed from reserve: _____

Action taken if personal copy: _____
