

# University Library of Columbus Course Reserves Request Form

Please keep the following guidelines in mind when placing items on Course Reserves. If you have any questions about Course Reserves policies or procedures, please contact Elsie Smith for Ivy Tech ([esmith36@ivytech.edu](mailto:esmith36@ivytech.edu)) or Matt Kita for IU Columbus ([makita@iu.edu](mailto:makita@iu.edu)).

- A completed form is required for each item you would like to place on Course Reserves
- Only materials in original form or licensed copies of originals which offer no copyright restrictions can be accepted (no photocopies please)
- Items owned by the University Library of Columbus may be placed on Course Reserves, but not items owned by other libraries
- Please allow 5 business days from when items are dropped off in the library for processing before assigning Course Reserves items to your students
- Items will be removed from Course Reserves and returned to the faculty member/department at the end of each academic year or semester (depending on instructor's preference indicated on the form) unless new Course Reserves request forms have been submitted for the items

## Course Information:

Term:	<input type="radio"/> <b>Fall</b>	School:	<input type="radio"/> <b>IU Columbus</b>
	<input type="radio"/> <b>Spring</b>		<input type="radio"/> <b>Ivy Tech</b>
	<input type="radio"/> <b>Summer</b>	Year:	
	<input type="radio"/> <b>Entire Academic Year</b>	Department(s):	
Course number(s):	Section number(s):		
Instructor name(s):			
Instructor email(s):			
Instructor phone(s):			

## Your Information (if different than instructor information above):

Name:	Email:
Phone:	

## Item Information:

Call number (if library owns item):	
Full title:	
Author(s):	
Publication date:	Edition:
Publisher name:	Publisher city:
Item should circulate for:	<input type="radio"/> <b>Two hours in-library use only</b>
	<input type="radio"/> <b>24 hours</b>
	<input type="radio"/> <b>7 days</b>
	<b>Other (specify):</b>
Date item is needed for class:	