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# FACULTY RESERVE REQUEST FORM

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\_\_\_\_\_  
Department

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date to Remove

Faculty member's email address: \_\_\_\_\_

## TYPE OF RESERVE:

\_\_\_\_\_ "Closed" -- For use in library only.  
CIRCLE ONE:      1 hour      2 hours      4 hours

\_\_\_\_\_ "Overnight" -- May leave library and is due back first hour library  
is open following day

\_\_\_\_\_ "3-day" -- May leave library and is due 3 days from time of  
checkout

\_\_\_\_\_ "7-day" -- May leave library and is due 7 days from time of  
checkout

\_\_\_\_\_ Electronic Reserve \*\*\* (see reverse side – bottom of page)

## ***PLEASE NOTE:***

All material will be removed at the end of the ***current semester*** unless an earlier or later date is specified. There are no PERMANENT RESERVES. All material is returned at the end of the current academic ***year*** unless other arrangements are made.

Please submit reserve materials at least 48 hours before your students will require the items!

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**Please list materials on backside of form *EXACTLY* as your students will be searching the on-line catalog for them.**

AUTHOR

TITLE

LIBRARY CALL NUMBER OR  
NUMBER OF PERSONAL COPIES (p.c.)

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\*\*\*Electronic Reserves: Must be submitted in electronic format (.doc or .pdf) or a clean, one-sided photocopy ready for scanning. The material will be available online to students from the “Course Reserves” link as underneath “Get It” or “Find It” on the Library’s website, <http://www.valdosta.edu/library/> or via the “Search Course Reserves” link in the GIL Catalog, <https://gil.valdosta.edu/>.