



Library Reserve Request Form

(Please use this form when placing materials on Reserve at the BA Library)

Course Number: _____ Course Title: _____ Term: _____
 (e.g. DEPT_NUMBER) (e.g., Title as printed in schedule) (e.g., Fall 08)

Instructor Name: _____ Instructor Extension: _____

Instructor Email: _____

- 1.) Print out, complete, and submit form along with listed materials. Allow up to 5 days for materials to be fully processed.
- 2.) Photocopies of articles may be placed on reserve for one course for one semester without permission from the copyright owner. **Use of the same photocopied materials in multiple courses or subsequent semesters requires written permission from the copyright owner.** Instructors must assure that all copyright requirements are met. Instructors who do not have copyright permission for submitted articles will have the materials returned to them. See the Library Reserves page <http://library.nsuok.edu/Reserve/index.html> for additional information. Contact Tom Rink at 918-449-6457 (rink@nsuok.edu) concerning Library Reserves for the NSU Broken Arrow Campus.

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Articles / Photocopies (additional forms may be submitted as needed)

Article title / Author	Check-out Time Limit	Print? (√)	"E"? (√)	Barcode (Library use only)

Books, Videos, and other library materials owned by Northeastern State University

Title / Author	Call Number	Check-out Time Limit	Barcode (Library use only)

Personal copies of materials owned by the Instructor (Library does not assume responsibility for personal copies.)

Title and Author	Check-out Time Limit	Barcode (Library use only)

Received by: _____ Date: _____ Entered into Millenium _____ Date: _____
 (Initials) (Initials)