

**UW Oshkosh Polk Library  
Reserve Material Form**

Intake # \_\_\_\_\_

Instructor (Print Name): \_\_\_\_\_

Department and Course #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Are you aware of students with reading or visual impairments in this class?     Yes  No

Signature\*: \_\_\_\_\_

\*Signature indicates compliance with copyright rules.  
Copyright restrictions may apply to photocopied materials.

<b>Type of reserve:</b>
<input type="checkbox"/> Electronic
<input type="checkbox"/> 2 hours
<input type="checkbox"/> 24 hours
<input type="checkbox"/> 3 days
<input type="checkbox"/> 7 days
<input type="checkbox"/> 14 days

<b>Semester(s) on Reserve:</b> (Please check all that apply)
<input type="checkbox"/> Summer 2008
<input type="checkbox"/> Fall 2008
<input type="checkbox"/> Fall Interim
<input type="checkbox"/> Spring 2009
<input type="checkbox"/> Spring Interim
<b>Material will be removed from reserve following the last semester checked.</b>

Copyright information must be included on the first page of all photocopies or they cannot be processed.

- Excerpts from books: Cite author/editor, title, edition, publisher, place of publication and copyright date.
- Excerpts from periodicals: Cite title of article, author of article, title of periodical, volume, issue and date.

Call Number (If Library-owned.)	Title	Date Needed by*	Was this on reserve previously?	Staff use only
		*Note: not ASAP		
			Y / N	
			Y / N	
			Y / N	
			Y / N	
			Y / N	
			Y / N	
	<b><u>Over for more items...</u></b>		Y / N	

**\*\*Staff Use Only\*\***

Received by:

\_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_\_  
Date                      Time                      Init.

Posted:

\_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_\_  
Date                      Time                      Init.

Removed:

\_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_\_  
Date                      Time                      Init.

Total # of items
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