

**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.

**Type of reserve:**

- ☐ Electronic  
☐ 2 hours  
☐ 24 hours  
☐ 3 days  
☐ 7 days  
☐ 14 days

**Semester(s) on Reserve:**

(Please check all that apply)

- ☐ Summer 2013  
☐ Fall 2013  
☐ Fall Interim  
☐ Spring 2014  
☐ Spring Interim

**Material will be removed from reserve following the last semester checked.**

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
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
	<u>Over for more items...</u>		<input type="checkbox"/> Y <input type="checkbox"/> N	

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

Received by:

Posted:

Removed:

Total # of items

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

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

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

[illegible]