

**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 2012
- ☐ Fall 2012
- ☐ Fall Interim
- ☐ Spring 2013
- ☐ 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]