

Printable Reserve Request Form

For questions contact:
 Reserve Processing
 E-mail: ereserve@iastate.edu
 Phone: 515-294-4958 Fax: 515-294-1812
 Instruction, Rm. 140, Library

Date submitted:

Semester/Year:

Course Code (ex: ENGL 101):

Distance Ed course? Yes No

Course begin date:

Course end date:

of students

Instructor(s):

Department:

E-mail address:

Campus address:

Campus phone #:

Submission Type:
 New Add Delete
 Carry-Over, semester/year of last use

Course homepage? If yes, URL?

Web CT? Yes No

Note: Articles/chapters from sources not owned by the Library must be provided by the instructor.

ITEM 1 Book Audio/Visual Course generated material (exams, syllabi, etc.)
 Article Chapter Website Other

Title of item:

Title of source:
 (if article/chapter)

Author of item:	Editor (if book):	Vol./Issue, Date, Edition, Chap. #	Pages:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Call Number:	Publisher, ISBN/ISSN #, URL Address
<input type="text"/>	<input type="text"/>

I will provide the material. Please obtain the material.

Available at UBS? Yes No
 If book, # of copies (1/25)

ITEM 2 Book Audio/Visual Course generated material (exams, syllabi, etc.)
 Article Chapter Website Other

Title of item:

Title of source:
(if article/chapter)

Author of item: **Editor (if book):** **Vol./Issue, Date, Edition, Chap. #** **Pages:**

Call Number: **Publisher, ISBN/ISSN #, URL Address**

I will provide the material. **Available at UBS?** Yes No
 Please obtain the material. If book, # of copies (1/25)

Note: Articles/chapters from sources not owned by the Library must be provided by the instructor.

ITEM 3 Book Audio/Visual Course generated material (exams, syllabi, etc.)
 Article Chapter Website Other

Title of item:

Title of source:
(if article/chapter)

Author of item: **Editor (if book):** **Vol./Issue, Date, Edition, Chap. #** **Pages:**

Call Number: **Publisher, ISBN/ISSN #, URL Address**

I will provide the material. **Available at UBS?** Yes No
 Please obtain the material. If book, # of copies (1/25)

Notes: