University Libraries <u>R</u>eserve <u>I</u>nformation <u>& R</u>elease <u>F</u>orm_

Prima Profe					
Phone	Mail				
Course Numb					
When	would you like these items available: Fall Spring Summer				
	Electronic Reserve Information				
Have	electronic reserves been used for this class before?				
	If yes, would you like all previous readings reactivated?				
If no, or if you would like to add new items to an existing course, please list them on page 2 and submit them with this form.					
	To remove readings, email the reserves coordinator at ereserves@unlv.edu , listing the titles of the items to be removed. Courses and documents not reactivated within 3 years will be deleted from the E-Reserves system.				
	I give consent to the Reserves Coordinator to be a course builder for WebCampus this semester.				
Physical Reserve Information					
Loan	period for physical reserve items: 2 Hour 24 Hour 3 Day 7 Day				
	Personal copies will be returned to your department via campus mail at the end of the semester. You may pick up your personal copies at the Circulation Desk if you would like to remove them earlier.				
	read and understand the University of Nevada, Las Vegas Libraries Reserves Policy, available at (www.library.unlv.edu/services/policies/reserves.html).				
Failure	to complete and sign this form will result in delays processing items for reserve.				
(SIGN	ATURE) (DATE)				
	SPECIAL INSTRUCTIONS				

Electronic Reserves: Please list each chapter or article separately as you would like them to appear. Readings will be listed in the e-reserves system exactly as you list them below. Please list all items.

Physical Reserves: Please list books by book title and call number (if owned by the library). Books that are currently checked out by another patron will be recalled. Please list all items.

TITLE: _					
	(IF OWNED BY THE LIBRARY		ILE NAME: (LIBRARY USE ONLY)		
TITLE: _					
CALL #:	(IF OWNED BY THE LIBRARY		ILE NAME: (LIBRARY USE ONLY)	_	
CALL #:	(IF OWNED BY THE LIBRARY		ILE NAME: (LIBRARY USE ONLY)		
TITLE: _					
CALL #:	(IF OWNED BY THE LIBRARY	<u>FII</u>	ILE NAME:(LIBRARY USE ONLY)	_	
TITLE: _					
CALL #:	(IF OWNED BY THE LIBRARY		ILE NAME: (LIBRARY USE ONLY)		
TITLE: _					
CALL #:	(IF OWNED BY THE LIBRARY		ILE NAME: (LIBRARY USE ONLY)		
LIBRARY USE ONLY - NOTES					
			ned:Initials:		