

## Beatley Library Reserves Request Form

Instructor's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_, 200\_\_  
 Phone or Extension: \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_ @ \_\_\_\_\_  
 Course Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_ Number of Students: \_\_\_\_\_  
 Course Title: \_\_\_\_\_ Semester: \_\_Fall \_\_Spring \_\_Summer  
 Submitted By (if other than instructor): \_\_\_\_\_ Extension: \_\_\_\_\_  
 Signature: \_\_\_\_\_ **Rec'd By:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_:\_\_\_\_:\_\_\_\_ **AM/PM**

**Return completed forms to Jennifer Warner (x2779) for GSLIS/SSW or Paul Engelberg (x2781) for CAS/SHS.**

You can also submit requests online at [my.simmons.edu/libraries/services/reserves\\_form.html](http://my.simmons.edu/libraries/services/reserves_form.html)

**Please use this side for putting BOOKS and NON-PRINT MEDIA on reserve.  
 See reverse for BOOK CHAPTERS and JOURNAL ARTICLES.**

Loan Period Desired:  2-Hour  3-Hour  24-Hour  48-Hour  7-Day (2-hour/3-hour reserves are for in-library use only)

NOTE: To book media for classroom use, you must use our online request form, or submit a booking request to Media Services.

| REQUEST TYPE   | AUTHOR(S)/EDITOR(S)/<br>DIRECTOR(S) | BOOK/CD/VIDEO/DVD/FILM TITLE |
|--|-------------------------------------|------------------------------|
| <input type="checkbox"/> Use Library Copy<br>Call #: _____<br><input type="checkbox"/> Buy Copy for Library<br><input type="checkbox"/> Use My Personal Copy |                                     |                              |
| <input type="checkbox"/> Use Library Copy<br>Call #: _____<br><input type="checkbox"/> Buy Copy for Library<br><input type="checkbox"/> Use My Personal Copy |                                     |                              |
| <input type="checkbox"/> Use Library Copy<br>Call #: _____<br><input type="checkbox"/> Buy Copy for Library<br><input type="checkbox"/> Use My Personal Copy |                                     |                              |
| <input type="checkbox"/> Use Library Copy<br>Call #: _____<br><input type="checkbox"/> Buy Copy for Library<br><input type="checkbox"/> Use My Personal Copy |                                     |                              |
| <input type="checkbox"/> Use Library Copy<br>Call #: _____<br><input type="checkbox"/> Buy Copy for Library<br><input type="checkbox"/> Use My Personal Copy |                                     |                              |
| <input type="checkbox"/> Use Library Copy<br>Call #: _____<br><input type="checkbox"/> Buy Copy for Library<br><input type="checkbox"/> Use My Personal Copy |                                     |                              |

More books? Please attach an additional form.

**Please use this side for putting BOOK CHAPTERS and JOURNAL ARTICLES on reserve.  
See reverse for BOOKS and NON-PRINT MEDIA.**

|   |                              |               |             |                 |            |
|---|------------------------------|---------------|-------------|-----------------|------------|
| Author(s)/Editor(s) of Article/Chapter: |                              |               |             | Pages           | thru       |
| Title of Article/Chapter:               |                              |               |             |                 |            |
| Title of Source Journal/Book:           |                              |               |             |                 |            |
| <u>For Journal Articles Only:</u>       | Volume Number:               | Issue Number: | Issue Date: | For Library Use |            |
| <u>For Book Chapters Only:</u>          | Author(s)/Editor(s) of Book: |               | Publisher:  |                 | Pub. Year: |

|   |                              |               |             |                 |            |
|---|------------------------------|---------------|-------------|-----------------|------------|
| Author(s)/Editor(s) of Article/Chapter: |                              |               |             | Pages           | thru       |
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More chapters or articles? Please attach an additional form.