

RESERVE COURSE LIST

Please Note: Reserve Course Lists must be submitted by semester deadline to insure timely processing. Items are not carried over from one semester to the next unless they are specifically requested for a course. Optional readings should not be placed on reserve unless a 2-hour loan period is desired. We require a bibliography of the contents in each packet of readings to be placed on reserve (in addition, list packet contents below).

School: _____
Instructor: _____
Telephone: _____
Course#: _____
Course Title: _____
Semester/Year: _____
Estimated Class Size: _____
Contact Person: _____

Materials requested that are not currently owned by the Library will be reviewed by Collection Development and will usually be ordered, although the Library reserves final judgment of all new additions to the collection. Thank You!

I have read the Copyright Guidelines handout (also at <http://library.gtu.edu/services/reserves.html#copyright>) and agree to adhere to these standards for placing materials on reserve for my course. I understand that my failure to do so may result in having items refused for inclusion in the reserve collection.

Signed _____ Date _____

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