

COLLEGE OF WOOSTER LIBRARIES RESERVES LIST

PLEASE NOTE THAT ALL PRINT AND ELECTRONIC RESERVES ARE SUBJECT TO U.S. COPYRIGHT LAWS

DEPARTMENT	COURSE NO.	TITLE OF COURSE	INSTRUCTOR

Please check all that apply:

REQUEST TYPE: New Reserve List Addition to Reserve List Electronic Reserve List Print Reserve List

RESERVE TYPE: 2 Hr/In Library Use Only 3 Day Online (ERes)

RESERVE DURATION: Fall Semester Spring Semester Permanent

Before the semester begins, please allow ***TWO WEEKS*** between the date submitted and the date needed placed on reserve.
 During the semester, please allow four working days between the date submitted and the date needed placed on reserve.
 To submit this form electronically, email it as an attachment to: library-reserves@wooster.edu. For questions, please call Michael Buttrey at ext. 2137.

To expedite processing, please submit print items with this list.

_____ Date Submitted _____ Date Needed Placed on Reserve

Please list as items will be cited on your syllabus:

Call Number (for books)	Author's Name (last name first)	Book Title (if applicable)	Edition/ISBN (for books)	Journal Title (if applicable)	Vol./Issue/Date (for articles)	Article Title (if applicable)	Chapters/Pages (for books)

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