

**BERRY COLLEGE – MEMORIAL LIBRARY  
RESERVES REQUEST FORM**

**Please allow two weeks for processing.**  
*This form is writable and able to be saved and reused.*  
*Copyright guidelines and detailed reserve instructions can be found at*  
<http://www.berry.edu/library/facultyinfo/facreserves.asp>

INSTRUCTOR NAME:

SEMESTER Fall 08

COURSE #: COURSE NAME: \_

DATE SUBMITTED:

PLEASE ENSURE THAT SOURCES ARE IDENTIFIED ON ALL ARTICLES AND EXCERPTS.

Title of Reserve Item:

Book  Media /Other Author Dated

Article or Excerpt from what Source:

Type of Reserve:  E-Reserve  2 Hour  24 Hours Date Item needs to be available to students:

Title of Reserve Item:

Book  Media /Other Author Dated

Article or Excerpt from what Source:

Type of Reserve:  E-Reserve  2 Hour  24 Hours Date Item needs to be available to students:

Title of Reserve Item:

Book  Media /Other Author Dated

Article or Excerpt from what Source:

Type of Reserve:  E-Reserve  2 Hour  24 Hours Date Item needs to be available to students:

Title of Reserve Item:

Book  Media /Other Author Dated

Article or Excerpt from what Source:

Type of Reserve:  E-Reserve  2 Hour  24 Hours Date Item needs to be available to students:

Title of Reserve Item:

Book  Media /Other Author Dated

Article or Excerpt from what Source:

Type of Reserve:  E-Reserve  2 Hour  24 Hours Date Item needs to be available to students:

Title of Reserve Item:

Book  Media /Other Author Dated

Article or Excerpt from what Source:

Type of Reserve:  E-Reserve  2 Hour  24 Hours Date Item needs to be available to students:

Special Instructions

:

Thank you for providing complete information on your reserve material. It helps us locate any pre-existing online links for your E-Reserve items and also ensures that the identifying title in the Library's Reserve listing mirrors your classroom listing, making it easier for your students to locate the material.

For assistance or questions on your course reserves, please contact Tricia Steele, Circulation/Reserves Assistant, Ext. 4058 (tsteele@berry.edu).