

Hardcopy Reserve Request Form

This form is for use by CSUB faculty to submit requests for books, videotapes, audiotapes, compact disks and other items to be placed on Hardcopy Reserve. These items will be available to students (with valid CSUB Runnercard) at the Library Reserve Desk. Please allow a 72 hour (Monday-Friday) processing period before sending students to use items. For formats other than books, videotapes, or non-scanned items, please use Electronic Reserve Request Form.

Please submit a course syllabus with Reserve lists of ten or more items.

This section is necessary for the initial setup of the Hardcopy Reserve account. Please complete all fields.

Instructor name: _____ Campus phone: _____

Campus address: (e.g. DDH100) _____ Campus email address: _____

Course number: (e.g. Anth 100) _____ Course name: _____

Quarter: (circle one) FALL / WINTER / SPRING / SUMMER / PERMANENT Year: _____

Please submit a separate form for each course and return forms to Kristi Chavez, Circulation Supervisor.

Questions? Contact Kristi at 661-654-3174 or e-mail kchavez4@csub.edu.

Complete the form below as follows (*Examples in italics*)

Column 1 = number of copies provided

Column 2 = checkout period desired (2 hr open, 2 hr closed, 24 hr, 3 day, 7 day)

Column 3 = source of item: call number for Library items (please pull items from shelves and bring to Reserve Desk for processing) or "PERS" for personal items

Column 4 = author of item (if applicable, as appears in syllabus)

Column 5 = title of item (as appears in syllabus)

PLEASE ALLOW A 72 HOUR PROCESSING PERIOD

1 2 3 4 5

WE RECOMMEND A 2-HOUR CLOSED RESERVE PERIOD FOR ALL TEXTBOOKS.
