Carnegie Mellon
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Course Reserve Request

Instructor: _____ Date: _____ Course number: _____ Estimated # Students: _____

Department: _____ Semester: _____ Course name: _____

Fill out this form completely, and add "continued" pages, as needed.

- LIBRARY-OWNED MATERIAL: 1 copy will be designated for in-library use only. Additional copies will circulate overnight.
- ORDERS FOR RESERVE: 1 copy will be ordered for every 15 students in class (5 copies maximum). **We will not order required texts.**
- FACULTY-OWNED MATERIAL: Personal copies placed on reserve will be shelved at the reserve desk and designated for in-library use only.
- PHOTOCOPIES: Each photocopy must be submitted in a folder or binder.

Call Number	Author	Title or Complete Article Citation (article title, journal title, date, and pages)	For E-reserve? Y / N	If E-reserve, is material available online at CMU? Provide URL (if known)	*Staff Use Only*

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Course Reserve Request, continued

Instructor: _____ **Course number:** _____ page _____ of _____

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