Faculty-Supplied Reserve Materials

(Instructor's personal copies)

Instructor's Name _____ Date _____
Please Print

Email Address _____ Off. Phone # _____

Department _____ Course # _____

Course Title _____ Specify if needed for particular section: ____

Which semester(s) would you like these items to be on reserve? ☐ Fall ☐ Spring ☐ Summer
(please check all that apply)

After the semester has ended, do you want your materials: ☐ returned to you (Please provide campus address)
☐ donated to the library ☐ discarded (readers only)

Material Type Book VHS | DVD Reader*	**Loan Period****		**Title, Author/Editor, Publisher, Year**
	Print 3-hour 3-day	**Media** 3-hour 1-day	

*Course Readers are placed on paper reserve but will not be scanned into e-reserves.
** Loan Period: **Books & Course Readers**: 3-hour or 3 day | **Multimedia items**: 3-hour or 1-day

Bring or send materials to the Reserves Office at 1191A College Library between 8:30am and 4:30pm, Monday to Friday.
At other times items can be dropped off at the reserves check-out desk in the 1st Floor Center area, College Library.
Questions? 608-262-3192 * reserves@library.wisc.edu

For more information about submitting materials, see http://college.library.wisc.edu/services/reserves/

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