

Feinberg Library Faculty Reserves Request Form

Submit this form to request that material be placed on electronic or print reserve in Feinberg Library.

Note: To place media from the Library's Media Collection **on hold** for specific periods during a semester, use the separate **Media Hold Request Form**.

Copies of articles, book chapters, and sample notes or practice exams will be placed on E-Reserve and will be available for your students from the Library's web page (eres.plattsburgh.nyuIn.net/eres).

Complete books, workbooks, complete plays, videotapes and other media will be placed on Print or Media Reserve and will be available for your students at the 2nd-level Service Desk. We will process your request as soon as possible. Please allow at least two weeks for material to be placed in Print or E-Reserves.

Questions may be addressed to Angela King in Feinberg Library (tel. 518-564-5188 / e-mail: aking002@plattsburgh.edu).

MAIL OR FAX YOUR COMPLETED FORM TO: Angela King, Feinberg Library / Fax 518-564-3059

IMPORTANT: Be sure to complete all fields.

INSTRUCTOR AND COURSE INFORMATION

Course Number: _____ Section(s): _____

Course Name: _____

Instructor Name(s): _____

Campus Address of Instructor: _____

Instructor Telephone: _____

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MATERIALS REQUESTED FOR E-RESERVE, PRINT RESERVE, AND MEDIA RESERVE

Author	Title	Source & Pages (for copies) Feinberg Call # (for books) or PC for Personal Copy	Date On Reserve	Date Off Reserve

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OFFICE USE: Name _____ Date _____ Time _____

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