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# RESERVE REQUEST FORM

## GEORGE T. POTTER LIBRARY

Course Reserves Coordinator  
Heather Darley, [hdarley@ramapo.edu](mailto:hdarley@ramapo.edu) ext. 6827

<p>Please review <a href="#">Reserve Guidelines</a> prior to filling out a request.</p> <ul style="list-style-type: none"> <li>● Allow ONE WEEK to process items; TWO WEEKS at the start of the semester.             <ul style="list-style-type: none"> <li>● Faculty is responsible for copyright compliances</li> </ul> </li> <li>● Photocopies over 25 pages will not be processed as an e-reserve.             <ul style="list-style-type: none"> <li>● The Library cannot be held responsible for lost or missing items.                 <ul style="list-style-type: none"> <li>● Please make sure item is ON RESERVE <b>BEFORE</b> assigning it</li> </ul> </li> </ul> </li> </ul>	Instructor Name:	
	Ramapo Email:	Extension:
	School: (CHECK ONE) ASB      CA      SSHGS      SSHS      TAS      Other	
	Course Title, Number & Section: (e.g. Pre-Calculus, MATH 115-01)	
Items to be removed from Reserve at the end of: (CHECK ONE) Spring      Fall      Summer      1 year <small>All items will be removed after 1 year unless we are otherwise notified.</small>		

Bibliographic Information Title and Author of each item. Use the title used in your syllabus. Use chapter titles, rather than chapter numbers.	Library Use Only		
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