

Library Use Only
Date Received:

GEORGE T. POTTER LIBRARY COURSE RESERVE REQUEST FORM

For questions please contact:
Emily Hutton, *Course Reserves Coordinator*, ehutton@ramapo.edu ext. 6827

<p>Please review Reserve Guidelines prior to filling out a request.</p> <ul style="list-style-type: none"> ● Allow ONE WEEK to process items; please wait until you receive a confirmation email before assigning reserves to students. ● Faculty is responsible for adhering to copyright compliances (see library website). <ul style="list-style-type: none"> ● Photocopies over 25 pages will be processed as a print reserve due to copyright restrictions. ● The Library cannot be held responsible for lost or missing items. 	Instructor Name:	
	Ramapo Email:	Telephone:
	School: (CHECK ONE) <input type="checkbox"/> ASB <input type="checkbox"/> CA <input type="checkbox"/> SSHGS <input type="checkbox"/> SSHS <input type="checkbox"/> TAS <input type="checkbox"/> Other	
	Course Title, Number & Section (ALL): (e.g. Pre-Calculus, MATH 115-01)	
Items to be removed from Reserve at the end of: (CHECK ONE) <input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer <input type="checkbox"/> 1 year <small>All items will be removed after 1 year unless we are otherwise notified.</small>		

Please write the Title and Author of each item. Use the title shown in your syllabus. For book chapters processed as e-reserves, please use chapter titles.	Library Use Only		
	Format <small>(bk, dvd, p-copy)</small>	Call Number	Initial
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