|  |  |
| --- | --- |
| **Please review** [**Reserve Guidelines**](http://www.ramapo.edu/library/files/2016/01/facguidelinesforcoursereserves.pdf) **before filling out a request.**●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).●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.●Please note, for your students, reserve items only circulate for 4 hours at a time and incur strict overdue fines if returned late. | **Instructor Name:**  |
| **Ramapo Email:** | **Telephone:** |
| **School: (CHECK ONE)** **ASB CA SSHGS SSHS TAS Other** |
| **Course Number**: (e.g. MATH 115) | **Course Title:**(e.g. Pre-Calculus) |
| **Items to be removed from reserve at the end of: (CHECK ONE)** **Spring Fall Summer 1 year**All items will be removed after 1 year unless we are otherwise notified. |
| **You have the option to make your personally owned items “Library Use Only” (i.e. students will only be able to use them *within* the library). Please note, this is *only* for personally owned items not library owned items.** **Yes, I want my books to be “Library Use Only”** **No, I want my students to be able to take my books outside of the library.** |

|  |  |
| --- | --- |
| 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 or article titles. | Library Use Only |
| **Format****(bk, dvd,** **p-copy)** | **Call Number** | **Initial** |
| **1.** |  |  |  |
|  |
|  |
| **2.** |  |  |  |
|  |
|  |
| **3.** |  |  |  |
|  |
|  |
| **4.** |  |  |  |
|  |
|  |

|  |  |
| --- | --- |
| 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****(bk, dvd,** **p-copy)** | **Call Number** | **Initial** |
| **5.** |  |  |  |
|  |
|  |
| **6.** |  |  |  |
|  |
|  |
| **7.** |  |  |  |
|  |
|  |
| **8.** |  |  |  |
|  |
|  |
| **9.** |  |  |  |
|  |
|  |
| **10.** |  |  |  |
|  |
|  |
| **11.** |  |  |  |
|  |
|  |
| **12.** |  |  |  |
|  |
|  |