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Reserve Form

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*You will receive a confirmation email when the item(s) have been processed and are available for student use. Please do not inform students of availability until you receive this email.

Instructor's Name:	Department:	Course #:	Course Title:	Item Title:	Property of: (Library, Personal, or Dept.)

*All personal/departmental items will be available at the circulation desk for pick-up at the end of the semester after the item has been processed for removal. You will receive an email to notify you of when the item has been removed from the reserve shelf and available for pick-up.

*All library items will be automatically re-shelved into their regular collections at the end of the semester.

Copyright Compliance Agreement: I understand the Cardinal Cushing Library's course reserve policies and agree that all submitted materials comply with this policy and with current U.S. copyright law.

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Please submit this form and reserve item to:
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Cataloger / Distribution Librarian
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