



HUIE LIBRARY

HENDERSON STATE UNIVERSITY

Reserve Request Form

One form must be filled out for every item that you are placing on Reserve.

Contact Information

Instructor's Name _____ HSU Extension 230- _____

Department _____

Course Name _____ Course Number _____

(Include course prefix)

To my knowledge, I am not breaking any Copyright Laws by placing this material on reserve

Signature _____ Date _____

Reserve Loan Period

Please indicate the loan period for this item.

2 hour library use only Overnight (after 3:00 pm) Other _____

Please indicate semesters to be on Reserve Fall Spring SSI SSII

Place security strips in personal materials? Yes No

Place barcode and sticker on personal materials? Yes No

Please note that any item placed on Permanent Reserve that does not circulate in 365 days will be removed.

Reserve Item Information

This item is from: My personal collection Library collection

Format is: Book Journal Photocopy
 Other _____

Book/Journal Title _____

Chapter/Article Title _____

Author _____ Publisher _____

Published date _____ Vol.# _____ Issue # _____ Page #'s _____

I understand that the library is not responsible for replacing my personal materials that are not returned by the student. Yes No

Only students in my class may check out my personal materials. Yes No

I will submit a course roster. Yes No