

DMACC Libraries Reserve

Course Information

Date Submitted: _____ Semester/Year: _____

Course Number(s) (Ex: ENG 101): _____

Instructor(s): _____

Campus Address: _____ Campus Phone _____

DMACC Email: _____ # of Students Enrolled: _____

Submission Type (select one):

____ New ____ Add ____ Delete ____ Carry Over (Last Sem./Yr. Used) _____

(If this is a Carry Over from the previous semester you can stop here. If you have new materials to add to or delete from your Carry Over list, or if this is a new request, please complete the form below.)

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Material Information

Item 1 Choose one: ____ Book ____ Article ____ Chapter/Excerpt ____ DVD ____ Other

Title of item: _____

Title of source (book/periodical/etc.): _____

Author of article/chapter: _____

Author/Editor of book: _____

Vol./Issue/Chapter #: _____ Page Numbers: _____

Pub Date / Edition: _____ ISBN/ISSN: _____

Book Publisher: _____

Is this item: ____ a personal copy ____ owned by DMACC libraries ____ purchase

If owned by DMACC Libraries please provide Call Number: _____

Name of Library Database if known (articles only): _____

For hard copy books, videos, cds, etc.:

Number of copies to be place on reserve (1 per 20 students recommended): _____

Loan Period (choose one): **2hour** **Overnight** **2day**

.....
Item 2 Choose one: ___Book ___Article ___Chapter/Excerpt ___DVD ___Other

Title of item: _____

Title of source (book/periodical/etc.): _____

Author of article/chapter: _____

Author/Editor of book: _____

Vol./Issue/Chapter #: _____ Page Numbers: _____

Pub Date / Edition: _____ ISBN/ISSN: _____

Book Publisher: _____

Is this item: ___ a personal copy ___ owned by DMACC libraries ___ purchase

If owned by DMACC Libraries please provide Call Number: _____

Name of Library Database if known (articles only): _____

For hard copy books, videos, cds, etc.:

Number of copies to be place on reserve (1 per 20 students recommended): _____

Loan Period (choose one): **2hour** **Overnight** **2day**

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Item 3 Choose one: ___Book ___Article ___Chapter/Excerpt ___DVD ___Other

Title of item: _____

Title of source (book/periodical/etc.): _____

Author of article/chapter: _____

Author/Editor of book: _____

Vol./Issue/Chapter #: _____ Page Numbers: _____

Pub Date / Edition: _____ ISBN/ISSN: _____

Book Publisher: _____

Is this item: ___ a personal copy ___ owned by DMACC libraries ___ purchase

If owned by DMACC Libraries please provide Call Number: _____

Name of Library Database if known (articles only): _____

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Number of copies to be place on reserve (1 per 20 students recommended): _____

Loan Period (choose one): **2hour** **Overnight** **2day**