

Reserve Request Form

Merner Pfeiffer Library
Tennessee Wesleyan College

Date Received _____

Instructor: _____ Phone: _____ Email address: _____

Course Name: _____ Course No.: _____

Semester: _____ Year: _____ No. Students in class: _____

Loan Period: Room Use/ 2 hour _____ 1 day _____ 3 day _____ 7 day _____

Call No. or URL	Author	Title	Paper	E

-Allow one week for processing, more if copyright clearance is required.

You will receive an email confirming that material is ready for students' use.

- Include complete citation to book or journal on first page of photocopies.
- Everything comes off reserve at the end of each semester.
- Personal copies of books may be marked, damaged, and/or labeled with barcodes.
- I have read and agree to abide by the Merner Pfeiffer Library Faculty Reserve Guidelines and Copyright Guidelines.

Signature: _____ Date: _____