

**Clarion University Libraries**  
**Reserve Submission Form**

E-Mail: reserves@clarion.edu  
 Telephone: (814) 393-2304

**Instructor Information:**

Instructor's Name:	
Department:	Office Address:
Telephone:	
E-Mail Address:	

**Course Information:**

Course Number:	Course Section:
Course Name:	
Semester:	Year:
How Many Students in Class:	Today's Date:

*Suggestion: Complete the information (above), and then use the Acrobat Reader "Save" button to save this document on your computer (perhaps using the course number in the file name). When you have additional materials to go on reserve, open the saved file and you only need to fill in the citation information (below).*

**How can you expedite the availability of your photocopied reserve materials?**

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| <ul style="list-style-type: none"> <li>• Be as <b>complete</b> as possible</li> <li>• Submit <b>8.5" x 11" photocopies only</b></li> <li>• Fasten photocopies with <b>paper clips only</b> (NO staples)</li> </ul> | <ul style="list-style-type: none"> <li>• Try to <b>eliminate black margins and gutters</b> on photocopies</li> <li>• Include <b>full bibliographic citation on the first page of each photocopy</b> <i>in addition</i> to filling out this form</li> </ul> |
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**Reserve Article or Chapter**

Title (Article or Chapter):		
Author (Article or Chapter):		
Title (Book or Journal):		
Author/Editor (Book or Journal):		
Publisher:		
Publication Date:		
Volume:	Issue:	
Page Numbers of Excerpt:		
Total <i>Excerpt</i> Page Count:		
Total Page Count of Book:		
This reserve item is...:		
The loan period for this item is:		
Will this title be used for more than one semester?	YES	NO
Have you obtained the author's permission to use this material?	YES	NO
Do you want the original/scanned/photocopied item returned to you?	YES	NO
Office Use Only:		