

HUMBER LIBRARIES: RESERVE REQUEST FORM FOR HUMBER COURSES

What's Allowed	What's Not Allowed
Textbooks or other books	No course packs or custom publications
up to 10% of a work	No Harvard or Ivey case studies
1 chapter per book or 1 article per issue	
Answer books/ keys or Internship binders	
Note: please add the citation to the copied items	

Date: _____
 Faculty name: _____ Library card barcode #: _____
 Contact (phone or email): _____

School: _____ Program: _____
 Course code: _____ Course name: _____
 Number of students: _____

Item type:
 Article Book Book chapter Other Quantity: _____

Item citation:
 Author: _____
 Article/Chapter Title: _____
 Journal/Book Title: _____
 Year: _____ Vol/Issue and pages: _____

Loan Policy: 1 hour 2 hour 3 hour

Donate book to library at the end of semester? YES NO

Staff Use Only
 Call #: _____
 Barcodes: _____

 Date removed: _____ Staff initial: _____

