

# HUMBER LIBRARIES: RESERVE REQUEST FORM FOR **HUMBER COURSES**

<b>Allowed</b>	<b>Not Allowed</b>
Books (2 copies per campus)	Course packs or custom publications
up to 10% of a work	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 information:

Author: \_\_\_\_\_

Book Title: \_\_\_\_\_

Article OR Book Chapter Title: \_\_\_\_\_

Loan Policy:    1 hour    2 hour    3 hour

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

*Staff Use Only*

Call #: \_\_\_\_\_

Barcodes: \_\_\_\_\_  
 \_\_\_\_\_

Faculty contacted (item will continue to be on reserve or not) \_\_\_\_\_

Removal date: \_\_\_\_\_ Staff initial: \_\_\_\_\_