

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

Allowed	Not Allowed
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: _____

Instructor name: _____ Library card barcode #: _____

Contact (phone or email): _____

Faculty/Dept: _____

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

Library Staff Use Only

Call #: _____

Barcodes: _____

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

Removal date: _____ Staff initial: _____