



Regina Library Reserve Request Form: Physical Reserves

A separate form is required for each course.

Course # _____ Course Name _____ Today's Date _____

Instructor _____ Telephone _____

- Physical reserves are processed in the order in which they are received within 2 business days (Monday-Friday).
- Sample student papers for reserve require a permission form: <https://www.rivier.edu/regina-library/wp-content/uploads/sites/20/2026/01/Reserve-Request-Form-Student-Paper.pdf>
- The library is not responsible for lost or damaged items.
- Instructor-owned items removed from course reserve will be held at the library temporarily. If not picked up, they will be sent to the appropriate departmental offices through campus mail.
- For further information on course reserve policy see <https://www.rivier.edu/regina-library/general-info/library-policies/course-reserves-policies/>

Type of Material:

- Book
- Periodical
- VHS / DVD / Blu-ray
- CD
- Sample Student Paper/Work (attach permission form)
- Other (specify) _____

Ownership:

- Owned by Rivier University Library
- Owned by Instructor

Which Semester:

- Circle one: Fall / Spring / Summer

Author _____ Call Number _____

Title _____

City and State of Publication _____ Publisher _____

Volume _____ No. _____ Pages _____ Date _____

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