



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: www.rivier.edu/librarymovies/studentpaperpermissionform.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 <http://www.rivier.edu/libraryERC.aspx?id=2104>

Type of Material:

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

Ownership:

- Owned by Rivier University Libraries
- Owned by Instructor

Duration of Reserve:

- One Semester (circle one: fall/spr/sum)
- Until Further Notice

Author _____ Call Number _____

Title _____

City and State of Publication _____ Publisher _____

Volume _____ No. _____ Pages _____ Date _____

Type of Material:

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

Ownership:

- Owned by Rivier University Libraries
- Owned by Instructor

Duration of Reserve:

- One Semester (circle one: fall/spr/sum)
- Until Further Notice

Author _____ Call Number _____

Title _____

City and State of Publication _____ Publisher _____

Volume _____ No. _____ Pages _____ Date _____

Type of Material:

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

Ownership:

- Owned by Rivier University Libraries
- Owned by Instructor

Duration of Reserve:

- One Semester (circle one: fall/spr/sum)
- Until Further Notice

Author _____ **Call Number** _____**Title** _____**City and State of Publication** _____ **Publisher** _____**Volume** _____ **No.** _____ **Pages** _____ **Date** _____

Type of Material:

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

Ownership:

- Owned by Rivier University Libraries
- Owned by Instructor

Duration of Reserve:

- One Semester (circle one: fall/spr/sum)
- Until Further Notice

Author _____ **Call Number** _____**Title** _____**City and State of Publication** _____ **Publisher** _____**Volume** _____ **No.** _____ **Pages** _____ **Date** _____

Type of Material:

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

Ownership:

- Owned by Rivier University Libraries
- Owned by Instructor

Duration of Reserve:

- One Semester (circle one: fall/spr/sum)
- Until Further Notice

Author _____ **Call Number** _____**Title** _____**City and State of Publication** _____ **Publisher** _____**Volume** _____ **No.** _____ **Pages** _____ **Date** _____