

Requesting Teaching and Reserve Materials

• For each requested book: provide author, title, publication date/edition

•For each journal article: provide title, volume, month, year of journal as well as the author, title, and page numbers of article.

(Please Print)

Instructor's Last Name: _____ First Name _____

School CAES _____ CoE _____ FACS _____ Franklin _____ Terry _____

Email address _____

Phone number (your choice) _____

Course number _____ Course Name _____

Number of students in class _____

Semester(s) material should be on reserve ___ or purchased ___ (please check)

Winter ___ Year ___ \ Spring ___ Year ___ \ Summer ___ Year ___ \ Fall ___ Year ___

Title: _____

Journal _____ Book _____ ISBN _____

Author: _____

Vol/Issue _____ Year/Edition _____

Pages/Chapters _____ Paper _____ Hardback _____

Teacher's edition/ desk copy _____ Reserve copy _____ Supplemental _____

Has this book been adopted ___ Yes ___ No

Type of loan period on all material:

_____ 2 hour _____ Special Permission

_____ 1 Day _____ 3 Day _____ 7 Day