



Sam Houston State University  
Newton Gresham Library

RECEIVED:
DATE: _____
TIME: _____ AM/PM
INITIALS: _____

RESERVE REQUEST FORM

PROFESSOR'S NAME:	ID#:	PHONE#:	EMAIL:
COURSE PREFIX AND NUMBER		SEMESTER/YEAR	
COURSE NAME		CAMPUS	

General Information

- A complete form, including citation, is required for processing.
- Allow at least 3 business days for processing of reserve materials; electronic reserves may take up to 7 business days.
- At the request of the faculty member, library staff will pull any book from the Newton Gresham Library collection to be placed on Reserve.
- A maximum of four (4) copies of any one item will be placed on reserve.
- All materials placed on reserve will be returned at the end of the semester unless otherwise arranged.
- For electronic reserves, please email or deliver legible, single-sided copies, or deliver the original source.
- A maximum of 10% of a book may be posted on E-Reserves.

Material(s) Placed on Reserve:

- Personal book(s) Cannot be Desk Copy, Review Copy, Examination Copy or Complimentary Copy
- SHSU book(s)
- Photocopies (copyrighted material)
- Photocopies (public domain, i.e. tests, chapter notes, etc.)

Type of Reserve Requested:

- Hardcopy (files or books) Reserve
- Electronic Reserve

Checkout Period for Hardcopy

- 2-HOUR Citation # \_\_\_\_\_ \*
  - Building use only
  - Due two (2) hours after checkout time or ten (10) minutes prior to closing of Reserve Desk
  - \$.25/hour overdue charge
- 4-HOUR Citation # \_\_\_\_\_ \*
  - Building use only
  - Due four (4) hours after checkout time or ten (10) minutes prior to closing of Reserve Desk
  - \$.25/hour overdue charge
- 1-DAY Citation # \_\_\_\_\_ \*
  - Due same day ten (10) minutes prior to closing of Reserve Desk
  - \$3.00/day overdue charge
- 2-DAY Citation # \_\_\_\_\_ \*
  - Due next day ten (10) minutes prior to closing of Reserve Desk
  - \$3.00/day overdue charge
- 3-DAY Citation # \_\_\_\_\_ \*
  - Due third day ten (10) minutes prior to closing of Reserve Desk
  - \$3.00/day overdue charge
- 7-DAY Citation # \_\_\_\_\_ \*
  - Due one (1) week after checkout time
  - \$3.00/day overdue charge
- OTHER (Please contact Reserves Supervisor)

\* NOTE – Citation # above, is only used when a professor has multiple items to place on reserve, and wants different checkout periods for one or more items.

Fill in the complete information below for each piece of material as applicable.

*Please note checkout periods for each citation, by number, on the front of the form, if you do not want the same checkout period for all reserve items.*

ARTICLE OR CHAPTER TITLE	ARTICLE OR CHAPTER AUTHOR	BOOK OR JOURNAL TITLE	BOOK EDITOR or AUTHOR	BOOK PUBLISHER	PUBLICATION YEAR	PAGE RANGE	VOL / ISSUE	COPY-RIGHT STATUS

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**FOR LIBRARY USE ONLY:**

- Copyright Status: A) Copied from material found in NGL  
 B) Permission acquired from CCC or copyright holder  
 C) Public domain (not copyrighted)  
 D) Copied from personal book  
 E) Internet resource  
 F) Database article

- Processed: \_\_\_\_\_ # of files  
 \_\_\_\_\_ # of personal books  
 \_\_\_\_\_ # of SHSU books  
 \_\_\_\_\_ # of CD's  
 \_\_\_\_\_ # of electronic reserves

Date: \_\_\_\_\_

Initials: \_\_\_\_\_