



Faculty Course Reserves Request Form (for personally-owned materials)

If you have personally owned materials that you want to circulate at F.D. Bluford Library for your students' use you may use this form to request the material be placed in library Reserves under specific loan rules.

**Please submit course reserve items early to assure that materials are processed and ready for use when classes begin. All materials submitted after classes begin are subject to delayed processing.*

DIRECTIONS:

Complete all requested information below. Print this document and bring it to the Circulation Desk at F.D. Bluford Library along with the material(s) you are placing on reserve.

IMPORTANT: This form is specifically for placing items owned by you on reserve. If you want to place library-owned items on reserve, [submit this form](#).

LOAN PERIODS (A/B/C/D):

- A. CLOSED RESERVE – 2 Hour Check-Out, LIBRARY-USE ONLY**
- B. OVERNIGHT RESERVE – Item may be borrowed for 24hr use.**
- C. THREE-DAY RESERVE – Item may be borrowed for three days.**
- D. ONE-WEEK RESERVE – Item may be borrowed for seven days.**

Faculty Contact Information

First and Last Name

University Email

College

Department

Complete Title of Item	Course Number, Section, & Title	Loan Period	Removal Date
<i>Ex: The Science of Biology: a comprehensive approach</i>	<i>BIOL 100-000 Biological Science</i>	<i>A/B/C/D</i>	<i>5/15/2023</i>
		A/B/C/D	
		A/B/C/D	
		A/B/C/D	
		A/B/C/D	
		A/B/C/D	

Please give library personnel a turnaround period of one week to fulfill this request. For questions or concerns regarding this form, email bmlipsco@ncat.edu or call 336-285-4164.