Reserves Processing Sheet
Copied Materials

NOTE: Use this sheet for items that have been photocopied or duplicated (such as book chapters, journal articles)

Putting an item on reserve takes time – allow <u>2 business days</u> for reserve processing once item is in hand. Use a separate sheet for each item being placed on Reserve. Please fill in all of the information requested in the spaces below the line.

1. For book chapters, you can place a photocopy of the item on reserve or check the Online Catalog at http://catalion.albright.edu to see if the library owns a copy of the item. If you provide the photocopy you must know the source of the item and size of the original book so we can determine copyright
2. For journal articles, you can submit a photocopy (from your files or ILL) on reserve.
3. There is a limit of 1 copy of an item per 10 students in each class.
4. Contact the Circulation Desk if you have any additional questions.

Date_____   Prof Name_____ Course(e.g. BIO 101)_____**# Students/ Class ____**

The information you complete below tells us how to reference the item. *Make sure that you cite this as you have cited the item in your syllabus or referred to the item in class*. Select EITHER the Book Chapter or Journal Article option

Book Chapter Title: _____

Book Author/Title:_____

Number of pages in book _____

Journal Name:_____Vol._____ Date_____Pages_____

Article Title:_____

Article Author:_____

Item Provided (select one)	Circulation Period (select one)	Remove from Reserve (select one)
___ **Library Copy** ___ **Personal Copy**	___ **3-hour loan** (Can be borrowed for 3 hours and used only in the library) ___ **Overnight loan** (Circulates in the library for 3 hours during the day. Item can be checked out and removed from the library 2 hours before closing and returned one hour after opening the next day) ___ **3-Day loan** (Can be borrowed and removed from library for three days)	___ **End of current semester** ___ **On this date** (specify) _____