

# Reserves Processing Sheet

## Copied Materials

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

### Library Use Only

Received by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Call Number \_\_\_\_\_

Cataloged \_\_\_\_\_ Report \_\_\_\_\_ Usage \_\_\_\_\_

Acquisitions Y/N \_\_\_\_\_ Removed \_\_\_\_\_

Putting an item on reserve takes time – allow 2 business days 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 <https://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)
<input type="checkbox"/> Library Copy	<input type="checkbox"/> <b>3-hour loan</b> (Can be borrowed for 3 hours and used only in the library)	<input type="checkbox"/> <b>End of current semester</b>
<input type="checkbox"/> Personal Copy	<input type="checkbox"/> <b>Overnight loan</b> (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)	<input type="checkbox"/> <b>On this date</b> (specify) _____
	<input type="checkbox"/> <b>3-Day loan</b> (Can be borrowed and removed from library for three days)	