Reserves Processing Sheet
Original Materials, Books, DVDs, CDs

NOTE: Use this sheet for items that have not been photocopied or duplicated (such as books, commercial videotapes, DVDs, & CDs), non-copyrighted handouts, realia.

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. Check the Online Catalog at http://catalion.albright.edu to see if the library owns a copy of the item that you wish to place on reserve.
   a. If we do, retrieve the item from the shelf and submit it with this sheet. We prefer to place our copy on reserve to save your copy from damage.
   b. If we don’t, and you have a copy, please submit it with this sheet.
   c. If we don’t and you need us to order it, contact your library liaison at least 3 weeks before the item is needed. Interlibrary loans cannot be placed on Reserve.

2. There is a limit of 1 copy of an item per 10 students in each class.

3. 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. If you want the students to read only a chapter of the book, please provide both the book information and the chapter information.

Title: __________________________________________
Author: _______________________________________
Portion used (pages, scenes, etc.) __________________________________

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<table>
<thead>
<tr>
<th>Item Provided (select one)</th>
<th>Circulation Period (select one)</th>
<th>Remove from Reserve (select one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Library Copy</td>
<td>___ 3-hour loan (Can be borrowed for 3 hours and used only in the library)</td>
<td>___ End of current semester</td>
</tr>
<tr>
<td>___ Personal Copy</td>
<td>___ 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)</td>
<td>___ On this date (specify)</td>
</tr>
<tr>
<td></td>
<td>___ 3-Day loan (Can be borrowed and removed from library for three days)</td>
<td></td>
</tr>
</tbody>
</table>

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Library Use Only
Received by ________ Date ________ Time ________
Call Number ____________________________
Cataloged_____ Report____ Usage____
Acquisitions Y/N   Removed________