

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.

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. 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.) _____

Item Provided (select one)	Circulation Period (select one)	Remove from Reserve (select one)
<input type="checkbox"/> Library Copy	<input type="checkbox"/> 3-hour loan (Can be borrowed for 3 hours and used only in the library)	<input type="checkbox"/> End of current semester
<input type="checkbox"/> Personal Copy	<input type="checkbox"/> 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)	<input type="checkbox"/> On this date (specify) _____
	<input type="checkbox"/> 3-Day loan (Can be borrowed and removed from library for three days)	