

Journal Article Reserve Request Form

Reserve requests can take anywhere from 24-48 hours to process, provided the Library already owns the material and does not need to purchase copyright permission.

Please check the catalog for the title of the journal before submitting this request. If the article you wish to have placed on reserve is available in a full-text database, you may be able to provide your students with the URL in your syllabus or link to it in Blackboard

All articles placed on reserve are converted to electronic format to be retrieved by students in SIMON reserves.

Instructor / Class Information

First Name: _____

Last Name: _____

Course Number: _____

Course Name: _____

After what date is this no longer needed? _____

Item Information

Author of article: _____

Title of article: _____

Title of journal: _____

Page numbers: _____ Volume / Issue _____

Date: _____

ISSN number: _____

Is this a personal copy? Yes _____ No _____

Additional Comments or information: _____