

Essay or Book Chapter 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.

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

Is this item in the library's catalog? Yes ____ No ____

If yes, what is the call number? _____

Author of essay or chapter: _____

Title of essay or chapter: _____

Author of book: _____

Title of book: _____

Edition: _____ Only this edition: Yes ____ No, another is acceptable ____

Year: _____ Page numbers: _____

Is this a personal copy? Yes ____ No ____

Is this a gift to the library? Yes ____ No ____

Additional Comments or information: _____