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: __________________________________________________________

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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: _____________________________________