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: ______________________________