

Reserve Room Follow-Up Request Form

Course Instructors: *If you have an additional request to make for your Course Reserves (e.g. book orders, missing items, etc.), please complete the requested information on this form and submit it to a desk assistant at the Main Reserve Room.*

Date: _____

Instructor's Name: _____ Dept./ Course No: _____

How can we help you (please circle the number next to all that apply)?

- (1) Item requested for print reserves is not yet available.
- (2) Item requested for ERes is not yet online.
- (3) Item is listed as "available" and on reserve for the course, but is not on shelf.
- (4) Item ordered through library is not yet available.
- (5) Items ordered through college bookstore are not yet available. Please "rush order" book(s) for my course.
- (6) Other (please be specific) _____

In the space provided below, please list the author and title of the item(s).

(If you have multiple requests to make, please list the appropriate number(s) as listed above next to each item)

<u>Author</u>	<u>Title</u>

Reserve Room Staff: Please initial, date, and write "Done" on this form when you have completed the necessary follow-up tasks. You may also leave notes/ questions for the supervisor on the bottom/back of this page.