



Florida Atlantic University Library Request Form for Books/Videos

You must submit one form for each book and/or video you wish to put on reserve. Multi-volumes can use one form. Please complete this form in its entirety. Incomplete forms will delay your reserve request. Please allow up to 3 days for reserve requests to be processed from the date of receipt of the request. The library is not responsible for missing or damaged material.

Today's Date: _____

Instructor's Name: _____

E-Mail: _____ Campus Phone: _____

Campus Address: _____ Department: _____

Course Name: _____

Course Number: _____ Semester: _____

Number of Students: _____

Book's Title: _____

Author's Name: _____

Is this a library book? Call Number _____

May it circulate outside the library? Yes No

Is this a personal book? May it circulate outside the library? Yes No

Responsibility Policy: The decision to place personal items on reserve remains with the faculty member. While the library staff will strive to ensure that material is handled properly, the FAU Libraries cannot be held responsible for the abuse, destruction, loss, and /or theft of personal items placed on reserve. Some minor wear on personal items should be expected as students usually make photocopies from these works.

Loan Period: 1 Hour 3 Hours 24 Hours 3 Days 7 Days

Instructor's Signature: _____

Notes: _____