

Library Reserve Form

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Submit in-person at the Library, through interoffice mail to Library Reserves, by email to reserves@tru.ca or by fax to: 250-828-5313

Today's Date	Instructor
Office	Faculty ID Number
Course Code and Number	Phone Number

Fair Dealing Copying Limitations: Faculty Acknowledgement

I acknowledge that all paper copies placed on reserve must be optional and supplementary sources of information for students AND must be a small proportion (no more than 25 per cent) of the required reading for any particular course.

Please sign on the above line

If you are submitting this form electronically, you may type your name on the line in lieu of a signature.

Item 1

Date needed on reserve	After removal, pickup or delivery (circle one)
Date to remove from reserve: after final exam ___ or	How many copies of item?
Is it likely that this item will be placed on reserve again in the future? Y / N (circle one)	

Please provide all *relevant* bibliographic information

Call Number (for items held by the TRU Library)					
Author's Name (s)					
Title (of book, journal etc.)					
Title (of article or book chapter etc.)					
Volume/Issue			Page Numbers		
Publisher			Year of Publication		
Place of Publication			Other (edition, translator etc.)		
Preferred loan period:	2-Hour	2-hour In-Library Use Only	1-Day	3-Days	7-Days

Item 2

Date needed on reserve	After removal, pickup or delivery (circle one)
Date to remove from reserve: after final exam ___ or	How many copies of item?
Is it likely that this item will be placed on reserve again in the future? Y / N (circle one)	

Please provide all *relevant* bibliographic information

Call Number (for items held by the TRU Library)					
Author's Name (s)					
Title (of book, journal etc.)					
Title (of article or book chapter etc.)					
Volume/Issue			Page Numbers		
Publisher			Year of Publication		
Place of Publication			Other (edition, translator etc.)		
Preferred loan period:	2-Hour	2-hour In-Library Use Only	1-Day	3-Days	7-Days

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Item 3

Date needed on reserve _____

After removal, pickup or delivery (circle one)

Date to remove from reserve: after final exam ___ or _____

How many copies of item?

Is it likely that this item will be placed on reserve again in the future? Y / N (circle one)

Please provide all *relevant* bibliographic information

Call Number (for items held by the TRU Library)

Author's Name (s)

Title (of book, journal etc.)

Title (of article or book chapter etc.)

Volume/Issue

Page Numbers

Publisher

Year of Publication

Place of Publication

Other (edition, translator etc.)

Preferred loan period:

2-Hour

2-hour In-Library Use Only

1-Day

3-Days

7-Days

Item 4

Date needed on reserve _____

After removal, pickup or delivery (circle one)

Date to remove from reserve: after final exam ___ or _____

How many copies of item?

Is it likely that this item will be placed on reserve again in the future? Y / N (circle one)

Please provide all *relevant* bibliographic information

Call Number (for items held by the TRU Library)

Author's Name (s)

Title (of book, journal etc.)

Title (of article or book chapter etc.)

Volume/Issue

Page Numbers

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1-Day

3-Days

7-Days