


# NEWMAN LIBRARY RESERVE READING LIST INSTRUCTOR REQUEST FORM

Phone: 540.231.6172  
E-Mail: reserve@vt.edu

Mail Code: 0434

Instructor's Name		 <b>Graduate Students will need prior authorization from their faculty advisor or department head to place items on reserve.</b>	
Dept Postal Code		Course Number (ex: ENGL 1100)	
Phone Number		Number of Students in Course	
E-Mail Address		Reserve materials will be removed at the end of the semester unless otherwise stated.	

Loan Period:	<input type="checkbox"/> PDF file (web access for photocopies)	<input type="checkbox"/> Audio/Video <input type="checkbox"/> Image file <input type="checkbox"/> Web Link	<input type="checkbox"/> 2 Hour - Library Use Only	<input type="checkbox"/> 2 Hour - may leave the library	<input type="checkbox"/> 3 Hour Media - library use only	<input type="checkbox"/> 2 Day - may leave the library	<input type="checkbox"/> 7 Day - may leave the library
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Call Number <small>For <u>personal items</u> please leave blank; number will be assigned</small>	Title <u>One item per line</u>	Author	Citation information for Articles and Book Chapters	Date to go on Reserve	Date to go off Reserve	Reserve Use Only			
						No. of Copies	Special Status	Date Placed	Pull Date

For items to be processed for RESERVE, instructor MUST sign COPYRIGHT NOTICE on reverse.

