

**NCSU Libraries Reserve Request Form**  
E-mail: reserves@ncsu.edu Phone: 515-3364

Instructor Name: \_\_\_\_\_ Unity ID: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Course: \_\_\_\_\_ Suffix (H, L, etc.): \_\_\_\_\_ Section: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

- BOOK/CD/DVD (Material) or CHAPTERS/TRACKS/SCENES (Electronic)**

\*Title: \_\_\_\_\_

\*Author/Editor/Director/Artist Name (last, first): \_\_\_\_\_

Publication/Release Date: \_\_\_\_\_ Edition/Version: \_\_\_\_\_

Chapter/Track/Scene Author(s)/Artist(s) (if applicable): \_\_\_\_\_

Chapter/Track/Scene Title(s) (if applicable): \_\_\_\_\_

Page Range(s) (if applicable): \_\_\_\_\_

\*TYPE OF RESERVE: \_\_\_\_\_ **Material** \_\_\_\_\_ **Electronic**

Loan Period (Material Reserve Only):

**2 hours** (library use only) **Media** (3 hours, library use only) **1 day** **3 days**

\*Date Needed By (month/day): \_\_\_\_\_

- JOURNAL ARTICLE**

\*Journal Title: \_\_\_\_\_

\*Article Title(s): \_\_\_\_\_

Article Author(s): \_\_\_\_\_

\*Volume: \_\_\_\_\_ \*Issue: \_\_\_\_\_ Date: \_\_\_\_\_ Page range(s): \_\_\_\_\_

\*TYPE OF RESERVE: **Electronic** \*Date Needed By (month/day): \_\_\_\_\_

- HOMEWORK SOLUTIONS, NOTES, ETC.**

\*Title as students will request it: \_\_\_\_\_

\*TYPE OF RESERVE: **Electronic** \*Date Needed By (month/day): \_\_\_\_\_

[ELECTRONIC RESERVES ONLY]  Return Materials via Campus Mail  Pick up Materials at Main Desk, D.H. Hill

\*\*RECEIVED BY: (full name) \_\_\_\_\_ DATE: \_\_\_\_\_