

# E-RESERVE SHEET

Use this sheet for e-reserve items:

- book chapters
- journal articles
- class notes
- sample quizzes and tests

Please fill out the following information for items you wish to place on reserve. Attach this sheet securely to *each* item. Drop items at the Textiles Library for Lisa D'Costa.

Today's Date \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Course Number \_\_\_\_\_

Date Needed By \_\_\_\_\_ (Please allow up to 3 weeks)

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## Book Selections / Chapters

Book Title \_\_\_\_\_

Author/Editor \_\_\_\_\_ Date \_\_\_\_\_

Place of Publication \_\_\_\_\_ Publisher \_\_\_\_\_

Chapter Title \_\_\_\_\_

Chapter Author \_\_\_\_\_ Page Range \_\_\_\_\_

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## Journal Articles

Journal Title \_\_\_\_\_

Article Title \_\_\_\_\_

Article Author \_\_\_\_\_

Volume \_\_\_\_\_ Issue \_\_\_\_\_ Date \_\_\_\_\_ Page Range \_\_\_\_\_

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## Class Notes, Sample Quizzes, and Tests

Title of item as students will request it \_\_\_\_\_

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\*Articles and Book Chapters CANNOT be placed on reserve without COMPLETE citation information.

\*Please keep in mind that reserves are not processed on the weekends, in the evenings, or during holidays.