SWEM RESERVES REQUEST FORM

Reserves are processed on a first come first served basis. Please plan accordingly; processing may take between 3-7 business days.

Date: ___________________________ Department: ___________________________

Professor(s) name: ___________________________ Course name and #: ___________________________

Email address: ___________________________ Retain through (date or semester): ___________________________

Circulation period:

__3 Hours__ (books) __4 Hours__ (films)

Library Items:

BOOKS #_____ VIDEOS #_____

Items to be Ordered:

BOOKS #_____ VIDEOS #_____

We accept personal copies of items that cost more than $50, otherwise we will purchase copies as needed.

Please include screening dates for your video reserves if needed.

You may also submit a syllabus or use the back of this form.

Please be aware that the cost of any items ordered will be billed to your department’s library fund.

Need more information? Contact Swem Library Reserves at 757-221-3075 or swresv@wm.edu