RESERVES REQUEST FORM
Swem Library/College of William and Mary

Please attach your course’s reserve lists. Complete one form for each course.
Please include screening dates for your video reserves.
Reserves are processed on a first come first served basis. Please plan accordingly; processing may take between 3-7 business days.

1. PROFESSOR & COURSE INFORMATION:

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor’s name (last, first):</td>
<td>Course and Section #:</td>
</tr>
<tr>
<td>Professor’s W&amp;M ID # and email address:</td>
<td>Current Semester and Year: ____________</td>
</tr>
<tr>
<td>email:<a href="mailto:_________________________@wm.edu">_________________________@wm.edu</a></td>
<td>Please indicate action at end of term:</td>
</tr>
<tr>
<td>Retain through (date or semester)____________________</td>
<td></td>
</tr>
</tbody>
</table>

Circulation period (please check):
___Hourly (for 2 hours during circulation desk hours) ___3-Day (3 days)
___Videos (3 hrs for videos during circulation desk hours) ___Other please explain:___________
___Overnight (2 hrs during day; overnight 2 hrs before circulation desk closes)

2. NUMBER OF ITEMS SUBMITTED WITH THIS FORM:

PERSONAL COPIES: books/notebooks #_____ videos#_____ other #_______
(Barcodes and call number labels will be placed on your personal copies.)

LIBRARY ITEMS: BOOKS #_________ VIDEOS #_________
Submit a syllabus if one is available.

Note: Please be aware that the cost of any items ordered will be billed to your department funds. If you want an item to be ordered please indicate the title, author and any other information you may have (publisher, etc) by attaching a list or indicating below or on the back of this form.
Please indicate any items missing from the Swem Stacks or Items currently checked out that we will need to retrieve on the back of this form.
Need more information? Contact Swem Library Reserves at 757-221-3072 or swresv@wm.edu.

STAFF USE ONLY

_____ Verified information
_____ Logged in logbook
_____ Log # placed on form
_____ Recalls
_____ Searches
_____ Rush Orders
_____ Requested from (WM campus Libraries and Offsite)
_____ Special Instructions
_____ Course listing checked
_____ Instructor notified
_____ Entered date completed in logbook
_____ Initials

L:\Departments\Public Services\Circulation\Reserves\RegularReservesForm_Spring2015.doc