

Course Reserves Submission

Date submitted: _____

Instructor Information (If taught by more than one, please list all.)		
<i>Instructor Name</i>	<i>Phone</i>	<i>Email</i>
<i>Instructor Name</i>	<i>Phone</i>	<i>Email</i>
Course Information (If course is cross-listed, please list all.)		
Select Semester:	Fall Spring Summer	Year: _____
<i>Department</i>	<i>Course Number</i>	<i>Course Title</i>

- Please provide as much information as possible to help us expedite your request.
- Most requests are processed within 2-3 days but may take longer if submitted during the first few weeks of the semester.
- Complete as many copies of page two as needed.
- Submit a Proxy Borrower Application (available at the Help Desk) to designate other users who are authorized to check out library materials on your behalf.
- If you want to go green, create a course and submit Reserve items online via Ares, the library's e-Reserves system. Log on with your WUSTL key at <http://ares.wustl.edu/ares/>.
- Submit completed forms at the Olin Library Help Desk or email reserve@wumail.wustl.edu.
- Contact us at 935-5451 or reserve@wumail.wustl.edu for assistance or to schedule a Reserves consultation.

Special Instructions: (Other details that would help us process your request?)

Course Reserves Submission

Author:					
Title:					Edition:
Loan Period:	2-hr	3-hr	1-day	2-day	5-day
Assignment Date:				Required	Supplemental
Article/Chapter to be scanned:				Illustrations important?	Yes No

Author:					
Title:					Edition:
Loan Period:	2-hr	3-hr	1-day	2-day	5-day
Assignment Date:				Required	Supplemental
Article/Chapter to be scanned:				Illustrations important?	Yes No

Author:					
Title:					Edition:
Loan Period:	2-hr	3-hr	1-day	2-day	5-day
Assignment Date:				Required	Supplemental
Article/Chapter to be scanned:				Illustrations important?	Yes No

Author:					
Title:					Edition:
Loan Period:	2-hr	3-hr	1-day	2-day	5-day
Assignment Date:				Required	Supplemental
Article/Chapter to be scanned:				Illustrations important?	Yes No

Course Reserves Submission

Author:					
Title:					Edition:
Loan Period:	2-hr	3-hr	1-day	2-day	5-day
Assignment Date:				Required	Supplemental
Article/Chapter to be scanned:				Illustrations important?	Yes No

Author:					
Title:					Edition:
Loan Period:	2-hr	3-hr	1-day	2-day	5-day
Assignment Date:				Required	Supplemental
Article/Chapter to be scanned:				Illustrations important?	Yes No

Author:					
Title:					Edition:
Loan Period:	2-hr	3-hr	1-day	2-day	5-day
Assignment Date:				Required	Supplemental
Article/Chapter to be scanned:				Illustrations important?	Yes No

Author:					
Title:					Edition:
Loan Period:	2-hr	3-hr	1-day	2-day	5-day
Assignment Date:				Required	Supplemental
Article/Chapter to be scanned:				Illustrations important?	Yes No