

**Reserve Request**  
**Mears Library – University of Sioux Falls**  
*Photocopies must be in compliance with Copyright Law.*

**\*All requests must be signed in order to process\***

A barcode, label and security strip will be added to your personal copies.  
The library is not responsible for lost or damaged items.

Instructor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Department: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Have these items been on reserve before? Yes \_\_\_ No \_\_\_

Have you received copyright permission for this semester? Yes \_\_\_ No \_\_\_

Items to be on reserve: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner of the item: Library \_\_\_ Personal Copy \_\_\_

Length of Loan:

\_\_\_ E-reserve

\_\_\_ 2 hours in library

\_\_\_ 2 hours out of library

\_\_\_ 1 day

\_\_\_ 2 days

\_\_\_ 3 days

\_\_\_ 1 week

Faculty Signature: \_\_\_\_\_