



Albion College Library Course Reserves Request Form

Please complete a separate Course Reserves Request Form for each course. Please allow a minimum of 48 hours to process your request. If you are supplying your own materials, please deliver them to the Circulation Services Coordinator. Before placing requests, we encourage faculty to check LibrarySearch for online copies of needed books, videos, and articles. If you need assistance with this process, please email library@albion.edu.

Faculty Name: _____ Semester/Year: _____

Department: _____ Course Number: _____

Course Name: _____

<p>At the end of the semester:</p> <p><input type="checkbox"/> send materials to my campus mailbox</p> <p><input type="checkbox"/> material will be picked up in the Library</p>

Author	Title	Ownership		Loan Period	
		Personal Copy*	Library Copy	2 Hours (in library use only)	4 Hours (in library use only)

*The Library will cover replacement costs up to \$50 for lost personal copies.