

**RESERVE REQUEST FORM FOR THE VANDERBILT DIVINITY LIBRARY**

Return to Circulation Supervisor, Divinity Library, General Library Building, divcirc@vanderbilt.edu, (32)2-6992  
Please complete this form for each course you are teaching, attaching a bibliography of the items which you wish to place on reserve. *Specify if exact editions are needed.*

IF YOU TURN IN YOUR RESERVE REQUEST FORM PRIOR TO DECEMBER 15, 2006, THE LIBRARY WILL PHOTOCOPY ARTICLES AND CHAPTERS AT YOUR REQUEST TO BE PLACED ON RESERVE. AFTER DECEMBER 15 , YOU MUST COPY ARTICLES AND CHAPTERS YOURSELF. ON YOUR RESERVE BIBLIOGRAPHY, PLEASE DISTINGUISH BETWEEN BOOKS YOU WOULD LIKE TO BE PLACED ON RESERVE, AND BOOKS FOR WHICH YOU WOULD LIKE TO HAVE SECTIONS COPIED. IF A BOOK IS OUT OF PRINT AND WILL NOT BE AVAILABLE THROUGH THE BOOKSTORE, PLEASE LET US KNOW SO THAT WE CAN BE SURE TO MEET THE DEMAND.

Audiovisual materials belonging to the Divinity Library and other library divisions may be placed on reserve.

For each book or audiovisual item please tell us:

- author and title
- correct edition or translation if applicable
- **whether the book is required or recommended reading**

INSTRUCTOR NAME[S]: \_\_\_\_\_

INSTRUCTOR EMAIL: \_\_\_\_\_

INSTRUCTOR PHONE NUMBER: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

EXPECTED ENROLLMENT: \_\_\_\_\_  
(The number of copies made available is based on copyright guidelines and enrollment – typically 1 copy per 10-15 students)

TEACHING ASSISTANT[S]: \_\_\_\_\_  
(Person authorized to put items on reserve for you, change readings, and answer reserve questions for the circulation staff)

LOAN PERIOD (please circle):    two hours            overnight (due 9 am)            one day (due next day at closing)

other request -- \_\_\_\_\_

FEEL FREE TO ADD SPECIAL INSTRUCTIONS BELOW.