

Reserve Materials

Introduction

Faculty members or instructors may place material "on reserve" in the Edmon Low Library to ensure availability for students in their classes. Reserve materials are available on the web through the OSU Library Catalog and at the Circulation Desk on the 1st floor of the Edmon Low Library. If you do not want your materials on the web, please mark the box on the back of this form.

Requests are accepted throughout the semester, but for materials to be available the first week of the semester Reserve Request Forms must be received by the Semester deadline. Fall deadline is August 11; Spring deadline is December 22.

Reserves may include

- Library books, government documents, and personal or departmental copies
- Photocopies of journal articles
- Exams, lecture notes, problem sets, etc. (please provide at least 2 copies)

All reserve materials are subject to compliance with copyright law.

A Reserve Request Form must accompany all materials. Additional forms are available at the Circulation Desk or on the web <http://reserves.library.okstate.edu/forms/resreqform.htm>.

Request Forms require:

- The course prefix and number to match the listing in the University Class Schedule
- The call number (including volume number, if any), author and title for library books
- The author and title for photocopies or books provided by the course instructor
- The citations in the course syllabi must be the same as the citations given on the reserve request form.
- The course syllabus

Request Forms are processed in the order received, except:

- Requests with accompanying materials receive priority over requests submitted the same day that require reserve staff to retrieve books from the shelves and/or make photocopies
- Priority is given to reserve requests that are a direct result of textbook shortage at the bookstore.

Requests are processed in two working days.

Delays may occur:

- During the first four weeks of a semester
- When library materials must be recalled, searched, or photocopied
- When materials must be purchased. Allow a minimum of four to six weeks for an order.

Loan periods available:

- 2-hours restricted (in library use only)
- 1-day (due midnight on the following day)
- 3-day (due midnight on the third day)
- 7-day (due midnight on the seventh day).

You're  the
library

Contact for information:

Johnny Johnson

Phone: 405-744-9728

Fax: 405-744-5183

johnny.johnson@okstate.edu

Check Loan Period

- 2-Hour Restricted (in library use only)
- 1-Day (may be kept until closing the following day)
- 3-Day (may be kept until closing the 3rd day)
- 7-Day (may be kept until closing the 7th day)

Note: Articles and course materials (exams, homework, quizzes, etc.) will be scanned and placed on the web unless you indicate otherwise. Check here if you do not want your materials scanned and placed on the web.

Reserve Material Request Form

(from OSU Class Schedule)

Bold information is required

Course Prefix, Number _____

Faculty _____
(First Name) (Last Name)

Ext. _____ Campus Address _____ E-Mail _____

Spring **Fall** **Interession**

Date to Remove _____ Indefinite

Office Use:		
Date Received _____	Date Completed _____	Initials _____

Call Number
(if any)

Author

Title