



Dakota State University, Madison, SD 57042 605-256-5203
Library homepage: <http://www.departments.dsu.edu/library/>
Ask the library: library@dsu.edu

Library Reserve Request Form
for faculty use only

Faculty: Please take the time to **print out** and complete this form for **each item** placed on reserve. Bring forms and reserve items to the Library's front desk or send them through campus mail.

Note: A *barcode and reserve sticker will be attached* to personal items to enable checkout. If you do not want your personal items defaced in these ways, please be sure to let us know.

Faculty Member's Name: _____

Course Name: _____

Course Number: _____

Checkout Period: (Please Check one.)

4-Hour (Material cannot leave the library.)

24-Hour

3-day checkout

Date on which material should be removed from reserve: _____

Author: _____

Title: _____

Material being put on reserve is: (Please check one.)

Owned by the Library

Personal (**Note:** a barcode and a reserve sticker -- which may be difficult or impossible to remove -- will be placed on personal items to enable checkout.)

Other (please explain) _____