Traditional Reserves  JOURNAL/BOOK CHAPTER SUBMISSION FORM

INSTRUCTOR________________________________ PHONE: ________________________

ADDITIONAL INSTRUCTORS/COURSES USING SAME ITEM: __________________________________________

EMAIL: ___________________________ DEPARTMENT: ______________________

COURSE NAME: ___________________________ COURSE NUMBER: ________________

SEMESTER: _______FALL _______SPRING _______SUMMER Number of Students________

BEGINNING DATE: ____/____/____ ENDING DATE: ____/____/____

Only **ONE ARTICLE PER JOURNAL** may be used. Only **ONE CHAPTER PER BOOK** may be used.

<table>
<thead>
<tr>
<th>Journal Title or Book Title</th>
<th>Author</th>
<th>Article Title/Book Chapter Title</th>
<th>Publication Date</th>
<th>Volume</th>
<th>Issue#</th>
<th>Page Numbers</th>
<th>Publisher</th>
<th>Place of Publication</th>
</tr>
</thead>
</table>

Has item been placed on reserve before? ____Yes  ____No

*If yes, permission is needed from copyright owner. The process may take two weeks or longer.*

Do you want the library to obtain the necessary copyright permission? ____Yes  ____No

*If yes, fees will be charged to your department unless otherwise directed.*

Have you already obtained copyright permission? ____Yes  ____No

*If yes, please attach documentation.*

Do you plan to use this item for a subsequent semester? ____Yes  ____No

Is the material required reading for all students? ____Yes  ____No

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