

# Faculty Reserve Placement Form

## Kent Library, Southeast Missouri State University

Course reserves materials are items selected by faculty for use with specific classes. They can be either print or electronic. Print items may be checked out by students for a period of time designated by the professor. Physical, non-print materials are placed on Reserve at the Instructional Materials Center Desk. Faculty should bring personal items to be placed on Reserve to the Circulation Desk.

Items go on reserve on a “first come” basis. Please allow three business days for items to be placed in the library Reserve system. All items will be removed from Reserve two weeks after the end of the semester, unless otherwise requested by the professor.

\*Kent Library follows all Federal and State Copyright guidelines. [Fair Use Guidelines](#)

### COURSE INFORMATION:

Name: \_\_\_\_\_  
Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Course Number: \_\_\_\_\_

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### Citation:

Journal/Book Title: \_\_\_\_\_  
Author(s): \_\_\_\_\_  
Article/Chapter Title: \_\_\_\_\_  
Volume/Issue: \_\_\_\_\_ Edition: \_\_\_\_\_ Pages: \_\_\_\_\_ Year: \_\_\_\_\_

#### Please choose type of Reserve:

- Place on Electronic Reserve (please check one)
  - The document is already in digital format:  
Permalink \_\_\_\_\_  
or Database \_\_\_\_\_
  - Please scan\* document from Kent Library’s holdings
  - I will provide a physical copy of the item for library scanning\* or print reserves
- Place on Print Reserve (please circle a loan period and use parameter)

Two Hours	May Leave Library
One Day	May Not Leave Library
Three Days	
Seven Days	

Please use the next page for additional items.

**Citation:**

Journal/Book Title: \_\_\_\_\_  
Author(s): \_\_\_\_\_  
Article/Chapter Title: \_\_\_\_\_  
Volume/Issue: \_\_\_\_\_ Edition: \_\_\_\_\_ Pages: \_\_\_\_\_ Year: \_\_\_\_\_

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