Request to Place an Item on Reserve

Faculty may place personal and/or library materials on reserve for short-term student use. All titles in an instructor’s reserve collection will be searchable in the online library catalog by selecting the “course reserve” tab. At the end of the time selected for the material to be on reserve, all personal materials will be removed and returned to the instructor and library materials will be returned to their regular location in the library. Limited space prohibits storage of materials.

**Please print and complete this form and bring it into the library with the item you would like to have placed on reserve. If you are placing library material on reserve, we will be happy to find it when you arrive. If you are teaching an online course, please contact us (contact information below).**

Instructor Name: ________________________________

Course Number (CHMY 121, e.g.): __________

Title of item to be placed on reserve: ____________________________________________________________

Personal item: ____  OR  Library item: ____

Length of time item will be on the reserve shelf: (check all that apply)

fall semester _____ spring semester _____ summer session I _____ summer session II ____

OR  from ________ to ________

Length of checkout:  2 hours ____ 24 hours ____ 48 hours ____ 1 week ____  In library use only _____

If you have any questions, feel free to call (406) 447-6943 or email library@umhelena.edu us at the library.

**The library will carefully follow checkout procedures for all items on reserve but will not be responsible for replacement of lost materials.”