Reserve Request
Mears Library – University of Sioux Falls
Photocopies must be in compliance with Copyright Law.

*All requests must be signed in order to process*
A barcode, label and security strip will be added to your personal copies.
The library is not responsible for lost or damaged items.

Instructor: _____________________________  Date of Request: ______________________________
Effective Date: _______________________  Expiration Date: ______________________________
Course Number: _______________________  Course Name: ________________________________
Department: ___________________________  Number of Students: _________________________

Have these items been on reserve before?  Yes __  No __
Have you received copyright permission for this semester?  Yes __  No __

Items to be on reserve: _______________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Owner of the item:  Library ___  Personal Copy ___

Length of Loan:
___ E-reserve
___ 2 hours in library
___ 2 hours out of library
___ 1 day
___ 2 days
___ 3 days
___ 1 week

Faculty Signature: _________________________________________