**Reserve Submission Form**

**University of Washington Tacoma Library - Course Reserves**

**Email: tacres@u.washington.edu**

**Telephone: (253) 692-4440 / Campus Mail: Box 358460**

**Instructor’s Name:**

**Email: Phone: Box #:**

**Course Name:**

**Course Number: Quarter: SLN:**

**Loan Type**

** 2 hour  4 hour  4 hour, Library use only  24 hour  3 day**

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| --- |
| **List of Materials** |
| **Author(s):** | * **UW Book**
* **Personal Copy**
 |
| **Title & edition:****UW Call Number:** |  |
| **Author(s):** | * **UW Book**
* **Personal Copy**
 |
| **Title & edition:****UW Call Number:** |  |
| **Author(s):** | * **UW Book**
* **Personal Copy**
 |
| **Title & edition:****UW Call Number:** |  |
| **Author(s):****Title & edition:****UW Call Number:** | * **UW Book**
* **Personal Copy**
 |

**Instructions**

1. **Start early. Reserve lists are processed in the order in which they are received. Quarter breaks and the first two weeks of the quarter make up our busiest period. Expect a delay of up to two weeks for materials submitted during this time. (Materials submitted at other times can generally be processed more quickly.)**
2. **Select a loan period. There are several loan periods to choose from. For 4-hour loan items, specify whether you want the materials to be library use only or if they can be taken outside the library.**

**(4 hour loan materials that are not library use only must be returned within the first hour of opening the next day.)**

1. **List your materials. Please provide us with the author, title, and year of each item you would like to go on reserve for your course. Also indicate whether you want to use a Library Copy (LC) or your own Personal Copy (PC) of an item. UW Libraries assume no responsibility for damage to personal items put on reserve – do so at your own risk!**