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RESERVE MATERIAL RENEWAL FORM

SEMESTER: **Fall** **Spring** **Summer** **Year** _____

Instructor _____ Department _____

Email _____ Phone # _____ Total # of Students _____

Course Title _____ Course Number _____

Please use this form to identify material from previous semesters (e.g., Fall 2002) that you would like to place on reserve for the course and semester indicated above – do not send us a copy of a book chapter or article unless we ask for it. You may list individual items or ask us to recall all the material you had on reserve. Please contact us if you would like a list of the material you had on reserve for a particular course. Articles available in one of our electronic journals should not be placed on reserve. **This repeat use may require us to apply to the copyright holder for permission to make the item available online. Occasionally permission is denied or is prohibitively expensive – we will let you know if this is the case.**

I would like to renew for reserve (circle one)	<u>All items</u>	<u>Items listed below</u>
From course # (insert number) _____	Semester _____	
Course name _____		
Individual items to place on reserve:		

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