**Reserve Collection Request Form**

Please use one per request. Return filled out form to Main Issue Desk at Library. For questions you may contact: 323 2012 OR rajni.b.devi(at)usp.ac.fj

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| --- | --- |
| **Staff Details** | |
| Name: | Date: |
| Dept.: | Staff ID#: |
| Email: | Phone: |

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| **Course Details** | |
| Course Name: | |
| Course Code: | No. of students: |

|  |  |
| --- | --- |
| **Reserve Request Details** | |
| Tick appropriate box(es): Personal Copy Library Copy  Overnight Loan No Overnight Loan | |
| Author/Editor: | |
| Title: | |
| Place of Publication: | Edition: |
| Publisher: | Year: |
| Semester(s) to be place on Reserve: | No. of copies: |
| Call Number (if applicable): | |

**Please Note:**

All departmental personal copy reserve items should be collected 2 weeks after the end of semester. Statistics will be provided with returned items.

June 2020

**Reserve Collection E-Resources Form**

Supplemental form to “Reserve Collection Request Form”

Return filled out form to Main Issue Desk at Library.

For questions you may contact: 323 2012 OR rajni.b.devi(at)usp.ac.fj

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| --- | --- | --- |
| **E-Resource Reserve Details** | | |
| Author/Editor: | | |
| Title: | | |
| Type (e.g. journal article, ebook, website): | | |
| Year: | Semester(s) to be placed on Reserve: | |
| Online Link: | | |
| IF APPLICABLE: | | |
| Database: | | Edition: |

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| --- | --- | --- |
| **E-Resource Reserve Details** | | |
| Author/Editor: | | |
| Title: | | |
| Type (e.g. journal article, ebook, website): | | |
| Year: | Semester(s) to be placed on Reserve: | |
| Online Link: | | |
| IF APPLICABLE: | | |
| Database: | | Edition: |

June 2020