**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: |

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| **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: |
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June 2020