

ULS Article and Book Chapter Reserve Form

Instructor: _____ Department: _____
Email: _____ Course name: _____
Campus address: _____ Course #: _____
Phone: _____

Material to be used for _____ term

Staff- date Rec'd:

To help us serve you better please note the following:

- The photocopies of the articles and/or book chapters you wish to place on reserve must accompany this form
- There is a maximum of sixty items total regardless of format
- The submission deadline is one month before the start of the semester
- Please provide complete citations
- We will at your request scan article and book chapter photocopies so that your students can access them online. Otherwise, we will place the print item on reserve*
- See pp. 1-4 of the [University of Pittsburgh Policy #10-04-01](#) for more information on the University's guidelines concerning photocopy reserve and copyright compliance

Item type (CIRCLE ONE)	Citation Book chapter: book title, book author/editor, publisher, pub. date, pages. Article: journal title, vol/no, year, pages	Author of article or chapter	Title of article or chapter	Check if you'd like us to scan and make available online * ✓
Chapter Article				
Chapter Article				
Chapter Article				
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Chapter Article				

*When electronic reserve items are available you will be notified to contact the library for a password for accessing the items. Share the password with the students in your class, but for security reasons please do not distribute in any print or electronic form