

Youngstown State University  
WILLIAM F. MAAG LIBRARY

**COURSE RESERVES REQUEST**

**GUIDELINES:**

1. Maag Library requests that it have one week to process materials for course reserves.
2. Journal Articles, a chapter of a book, and other short format materials all owned by Maag Library or OhioLINK will be made available electronically on MaagNET.
3. Materials, where copyright is held by the faculty member (tests, source notes, etc.) will also be made available electronically.
4. Books and other large format materials will be placed on the reserve shelves and circulated physically.
5. Materials not covered by no. 2 or 3 above, will not be available electronically without proof of copyright permission granted to the faculty member for such use.

Complete the form below and the list form:

Today's Date:	_____				
Instructor's Name:	_____				
Email:	_____@ysu.edu				
Dept. Ext.	_____	Home:	_____	Cell:	_____
Department:	_____				
Course Name:	_____				
Course #: (old catalog #)	_____				

**TERM PERIOD:** *(Select as needed)*

- Fall Semester 2009
- Spring Semester 2010
- Summer Sessions 2010

**Please fill out the list form on the next page.**

**PRINT & OTHER LARGE FORMATS:**

TITLE	AUTHOR	CALL	CIRCULATION LENGTH (please check appropriate box)			
			3 Hour	1 DAY	3 DAY	7 DAY

**JOURNAL ARTICLES, BOOK CHAPTER, OTHER SHORT FORMAT MATERIALS:**

TITLE (volume, issue #, year, page #s)	AUTHOR	CALL	URL OR CITATION (Library use only)