Reserve Articles for FDU Library

Use this form to place a print copy of an article on reserve with the FDU Library.

Please print out this form, complete it, and return it to the Circulation Desk of the appropriate library with a copy of the article to be placed on reserve. Please use a separate form for each course. Multiple titles for the same course may be placed on the same form (attach additional sheets if necessary). All fields are required.

In which campus library will the reserve materials be held?

☐ College at Florham Library
☐ Giovatto Library (Metropolitan Campus)

Today’s Date: ____________
Contact Name: ________________________________
Contact Phone: _________   Email: ____________________
Department: ________________________________
Course Title: ________________________________
Course No.: ____________
Place Materials on Reserve From: ___________  To: _______________ (month, year)

Title 1: _________________________________________
Author: _________________________________________
Source (if possible): ______________________________
Reserve Loan Period:  ☐ In-house  ☐ Overnight  ☐ 2-day  ☐ 3-day
Special Instructions: _________________________________________

Title 2: _________________________________________
Author: _________________________________________
Source (if possible): ______________________________
Reserve Loan Period:  ☐ In-house  ☐ Overnight  ☐ 2-day  ☐ 3-day
Special Instructions: _________________________________________

Title 3: _________________________________________
Author: _________________________________________
Source (if possible): ______________________________
Reserve Loan Period:  ☐ In-house  ☐ Overnight  ☐ 2-day  ☐ 3-day
Special Instructions: _________________________________________