Personal Copy Reserve Materials for FDU Library

Use this form to place a copy of your personal material on reserve with the FDU Library. This form may be used for books or any type of media (DVD, CD, etc.)

Please print out this form, complete it, and return it to the Circulation Desk of the appropriate library with the personal copies to be placed on reserve. Please use a separate form for each course. All fields are required. Attach additional sheets if necessary.

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: __________________________________________________________________

Item Type: __________________________________________________________________

Reserve Loan Period:  ☐ In-house  ☐ Overnight  ☐ 2-day  ☐ 3-day

Special Instructions: _______________________________________________________

Title 2: __________________________________________________________________

Author: __________________________________________________________________

Item Type: __________________________________________________________________

Reserve Loan Period:  ☐ In-house  ☐ Overnight  ☐ 2-day  ☐ 3-day

Special Instructions: _______________________________________________________

Title 3: __________________________________________________________________

Author: __________________________________________________________________

Item Type: __________________________________________________________________

Reserve Loan Period:  ☐ In-house  ☐ Overnight  ☐ 2-day  ☐ 3-day

Special Instructions: _______________________________________________________