

COURSE RESERVE LIST
UC Berkeley Library

Instructions:

1. **Save this form to your computer.**
2. Open and complete the form with Adobe Acrobat.
3. Save the completed form to your computer.
4. Deliver the Course Reserve List form in person, by mail, or via email to the Circulation Desk of the reserving library.

Dept & Course Number: _____
 (e.g. AAS 98 -- include cross-listed department/course numbers)

Semester & Year: _____
 (e.g. Fall 2014)

Instructor Name: _____

Estimated Class Size: _____

Instructor Email: _____

Instructor Phone: _____

Contact Info (if other than instructor): _____

Course Reserve Highlights:

- Submit reserve lists early. Items often take 8-12 weeks to arrive and process.
- Aim for maximum of 25 titles per undergraduate course; graduate courses may exceed this limit.
- By default items loan for 2 hours, may be taken outside of the library, and may be borrowed overnight.
- Ideally last additions will be submitted no later than mid-semester: Fall (October 31), Spring (March 31), Summer (July 31).

Title	Author (Last Name, First Name)	UCB Call Number (from OskiCat)	Edition/ISBN (if need specific ed.)	Loan Period (if exception)	Reserve Unit Note

