

Print and Electronic Reserve List Form

Sinclair Library 808-956-8308 ext 53

reserves@hawaii.edu

Please provide contact information at the bottom of this form

Office Use Only	
Course:	
Name:	
Date Rec'd	
Initial	
Color Code for Reprints	
Semester=#	

Please read the instruction on the back before filling out this form.

1. Faculty to provide the following information : call number, author, and title
2. Loan Periods: Please choose one of the following and indicate below "Loan Period"
 - 2H** -2 hours **3H** - 3 hours **4H** - 4 hours
 - 1D** - 1 day **2D** - 2 days **7D** - 7 days
 - D0** - Library Use Only for library books
 - ER** - Electronic Reserve - The Library can scan items or provide links to electronic journals and sources and subject to copyright restriction. NOTE: This option can be combined with loan period, if hard copy is brought in.

Call No. E-ID No.	Author	Title	Loan Period	# of Copies	RSV Shelf	Other Loc.	Pend Recall	Order

Notice of Copyright
 By the submission of these materials I, _____, take responsibility for copyright compliance.

Signature
List will not be processed without signature

Documents to be made available via E-reserve - (Every 25 pages will take 1 day to 5 working days) To view Electronic Reserves outside of the library students will need to login with their UH user name and password.

Department Address:	Last, First Name:
Office Telephone:	Course:
E-mail Address:	Term/Year
Date Submitted:	Enrollment: