

**Falcone Library  
Essay or Book Chapter  
Reserve Request Form**

A course syllabus must be on file at Circulation Services. If we do not have one, please submit it with this form.

Processing a reserve request may take at least one work day, and within the first two weeks of the semester, it may take up to four days. Please submit your requests as early as possible.

**Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Course #:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

**After what date is this no longer needed?** \_\_\_\_\_

**Is the item in Simon?**    **YES**      **NO**    **Call #** \_\_\_\_\_

**Author of essay or chapter:** \_\_\_\_\_

**Title of essay or chapter:** \_\_\_\_\_

**Author / editor of book:** \_\_\_\_\_

**Title of book:** \_\_\_\_\_

**Year:** \_\_\_\_\_ **Page numbers:** \_\_\_\_\_

**Edition of book :** \_\_\_\_\_ **Only this edition: Yes** \_\_\_\_ **No, another is acceptable** \_\_\_\_

**Is this a personal copy?**    **Yes** \_\_\_\_ **No** \_\_\_\_

**Is this a gift to the library?**    **Yes** \_\_\_\_ **No** \_\_\_\_

**Additional Comments or information :** \_\_\_\_\_