

Faculty Copies for Library Course Reserve

Professor Name
Email
Phone
Course Name
Material Description (Name, Format)
Semester(s) needed (ex: Spring 2020)

What should library do with material after the course is over?

- Check back with faculty to see if needed for future course
- Remove from reserve and return back to faculty
- Add to library collection (at librarian's discretion)
- Discard
- Something else (please describe) _____

Date Received By