

# Course Reserves Submission

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Date submitted: \_\_\_\_\_

<b>Instructor Information</b> (If taught by more than one, please list all.)		
<i>Instructor Name</i>	<i>Phone</i>	<i>Email</i>
<i>Instructor Name</i>	<i>Phone</i>	<i>Email</i>
<b>Course Information</b> (If course is cross-listed, please list all.) Circle Semester:   Fall   Spring   Summer      Year: _____		
<i>Department</i>	<i>Course Number</i>	<i>Course Title</i>

- Please provide as much information as possible to help us expedite your request.
- Most requests are processed within 2-3 days but may take longer if submitted during the first few weeks of the semester.
- Complete as many copies of page two as needed.
- Submit a Proxy Borrower Application (available at the Help Desk) to designate other users who are authorized to check out library materials on your behalf.
- If you want to go green, create a course and submit Reserve items online via Ares, the library's e-Reserves system. Log on with your WUSTL key at <http://ares.wustl.edu/ares/>.
- Submit completed forms at the Olin Library Help Desk or email [reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu).
- Contact us at 935-5451 or [reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu) for assistance or to schedule a Reserves consultation.

**Special Instructions:** (Other details that would help us process your request?)

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<b>Author:</b>			
<b>Title:</b>			<b>Edition:</b>
<b>Loan Period:</b>	<input type="checkbox"/> 2-hr <input type="checkbox"/> 3-hr <input type="checkbox"/> 1-day <input type="checkbox"/> 2-day <input type="checkbox"/> 5-day		
<b>Assignment Date:</b>			<input type="checkbox"/> Required <input type="checkbox"/> Supplemental
<b>Article/Chapter to be scanned:</b>			<b>Illustrations important?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>Title:</b>			<b>Edition:</b>
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