

Faculty Course Reserves Request Form

Request to put items on reserve:

Fill out the [reserve request form](#) for material you wish to place on reserve (up to 5 items per form). [Fill out another form](#) if you have more than 5 requests. If the Library does not own an item which you wish to have placed on reserve, please bring your personal copy to the Library's Circulation Desk and complete the form for processing, or, to request that the library purchase items not in its collection for Course Reserve, please contact [Adeen Postar](#) or [Joanne Colvin](#).

While staff will process requests as rapidly as circumstances permit, the greater the lead time with which items are submitted the better. Particularly at the start of the semester and other peak demand times, it may take up to five business days to fulfill reserve placement requests.

You may also fill out the [Faculty Reserve Request Form online](#). Please direct any questions to Circulation staff at [Law Library Circulation](#), 410.837.4554.

** indicates required fields*

Personal Information

Name *

Email Address *

Status * Current UB Law Faculty Current Adjunct Faculty UB Law School Staff

Telephone

Course Information

Course Name *

Semester * Spring Summer Fall

Item Request 1

Author/Editor

Title

Copyright Date

Edition

Call Number (if applicable)

Type of media for reserve Book DVD Other

If Other, please specify:

How long on reserve? Current Term Academic Year Permanent Other

If Other, please specify:

At semester's end, Return, Discard or Donate to Library Collection? Return Discard Donate

Will you be providing a personal copy for this item? Yes No

Request permission to catalog and tag the Reserve item? Yes No

Additional Comments/Requests

Special instructions that might be helpful to staff:

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Item Request 2

Author/Editor

Title

Copyright Date

Edition

Call Number (if applicable)

Type of media for reserve Book DVD Other

If Other, please specify:

How long on reserve? Current Term Academic Year Permanent Other

If Other, please specify:

At semester's end, Return, Discard or Donate to Library Collection? Return Discard Donate

Will you be providing a personal copy for this item? Yes No

Request permission to catalog and tag the Reserve item? Yes No

Additional Comments/Requests

Special instructions that might be helpful to staff:

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Item Request 3

Author/Editor

Title

Copyright Date

Edition

Call Number (if applicable)

Type of media for reserve Book DVD Other

If Other, please specify:

How long on reserve? Current Term Academic Year Permanent Other

If Other, please specify:

At semester's end, Return, Discard or Donate to Library Collection? Return Discard Donate

Will you be providing a personal copy for this item? Yes No

Request permission to catalog and tag the Reserve item? Yes No

Additional Comments/Requests

Special instructions that might be helpful to staff:

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Item Request 4

Author/Editor

Title

Copyright Date

Edition

Call Number (if applicable)

Type of media for reserve Book DVD Other

If Other, please specify:

How long on reserve? Current Term Academic Year Permanent Other

If Other, please specify:

At semester's end, Return, Discard or Donate to Library Collection? Return Discard Donate

Will you be providing a personal copy for this item? Yes No

Request permission to catalog and tag the Reserve item? Yes No

Additional Comments/Requests

Special instructions that might be helpful to staff:

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Item Request 5

Author/Editor

Title

Copyright Date

Edition

Call Number (if applicable)

Type of media for reserve Book DVD Other

If Other, please specify:

How long on reserve? Current Term Academic Year Permanent Other

If Other, please specify:

At semester's end, Return, Discard or Donate to Library Collection? Return Discard Donate

Will you be providing a personal copy for this item? Yes No

Request permission to catalog and tag the Reserve item? Yes No

Additional Comments/Requests

Special instructions that might be helpful to staff:

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