

COURSE RESERVE REQUEST FORM

Instructions:

1. Consult the course reserve guidelines located in the Faculty Services section of the Law School Library website at www.harvard.law.edu/library.
 2. Complete the "Instructor/Course Information" section fully and accurately.
 3. Enter your course reserve requests. Complete one record for each separate title. Obtain copyright permissions, where applicable, before submitting photocopies to the library.
 4. If you have any questions, contact Nancy Fontenot, Reserves Assistant, at 495-4565 or nfonteno@law.harvard.edu.
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Instructor/Course Information (All fields are required)

Course Number (Ex. 99999-99) _____

Course numbers, including those for **IL courses**, are available from the Registrar's Office located in Pound 300, 495-4612. Failure to provide an accurate course number may result in delays.

Semester: Fall Winter Spring Other: _____

Course Title: _____

Instructor(s): _____

Contact Person: _____ Telephone: _____

E-mail: _____

Request 1

- Type of Request: **Photocopies** that you are providing for course reserve
 Book that you are providing for course reserve
 Media item that you are providing for course reserve
 Item the Law School Library owns or should purchase

Title (required): _____

Author(s)/Editor(s): _____

Publisher: _____ Year/Edition: _____

Suggested number of copies (optional): _____

(NOTE: Book requests for more than 3 copies will be handled on an individual basis)

Request 2

- Type of Request: **Photocopies** that you are providing for course reserve
 Book that you are providing for course reserve
 Media item that you are providing for course reserve
 Item the Law School Library owns or should purchase

Title (required): _____

Author(s)/Editor(s): _____

Publisher: _____ Year/Edition: _____

Suggested number of copies (optional): _____

(NOTE: Book requests for more than 3 copies will be handled on an individual basis)

Request 3

- Type of Request: **Photocopies** that you are providing for course reserve
 Book that you are providing for course reserve
 Media item that you are providing for course reserve
 Item the Law School Library owns or should purchase

Title (required): _____

Author(s)/Editor(s): _____

Publisher: _____ Year/Edition: _____

Suggested number of copies (optional): _____

(NOTE: Book requests for more than 3 copies will be handled on an individual basis)

Request 4

- Type of Request: **Photocopies** that you are providing for course reserve
 Book that you are providing for course reserve
 Media item that you are providing for course reserve
 Item the Law School Library owns or should purchase

Title (required): _____

Author(s)/Editor(s): _____

Publisher: _____ Year/Edition: _____

Suggested number of copies (optional): _____

(NOTE: Book requests for more than 3 copies will be handled on an individual basis)

Request 5

- Type of Request: **Photocopies** that you are providing for course reserve
 Book that you are providing for course reserve
 Media item that you are providing for course reserve
 Item the Law School Library owns or should purchase

Title (required): _____

Author(s)/Editor(s): _____

Publisher: _____ Year/Edition: _____

Suggested number of copies (optional): _____

(NOTE: Book requests for more than 3 copies will be handled on an individual basis)

Request 6

- Type of Request: **Photocopies** that you are providing for course reserve
 Book that you are providing for course reserve
 Media item that you are providing for course reserve
 Item the Law School Library owns or should purchase

Title (required): _____

Author(s)/Editor(s): _____

Publisher: _____ Year/Edition: _____

Suggested number of copies (optional): _____

(NOTE: Book requests for more than 3 copies will be handled on an individual basis)