

AUM Library Reserves

Phone: (334) 244-3647 * E-mail: reserves@aum.edu * Campus Mail: Library (Reserves)

Please Check One:

Traditional Library Reserves

Term: Fall Spring

In-Library Use: 1 Hour

Out-of-Library Use: 1 Day

Electronic Reserves (E-Reserves)

Summer

2 Hours

2 Days

4 Hours

7 Days

Other _____

Other _____

Date: _____ Phone #: _____ Office#: _____ No. of Students in Class: _____

Last Name: _____ First Name: _____ E-mail: _____

School of: _____ Department: _____

Course Title: _____ Course #: _____

Total # of items to be placed on Reserve: Special Instructions: _____

E-Reserves Guidelines

Provide Course Items Password*: _____

1. *Instructor is responsible for supplying students with a password. A password is required for copyright protected material.
2. Please allow processing time to acquire copyright permission
3. Please be as complete as possible.
4. Please fasten copies with paper clips (No staples).
5. If the article is available electronically in the AUM Library databases, please supply the citations and links in a separate Word document and Reserves will place the bibliography with clickable links in your electronic reserves.

Items to be placed on Reserve.

Please use separate forms for Traditional and Electronic Reserve Items.

Book/Journal Title:	Book/Journal Author/Editor:		
Article Title:	Publication Date:	Volume #:	Issue #:
Publisher:	ISSN/ISBN:	Page #s:	Total # of Pages:

Book/Journal Title:	Book/Journal Author/Editor:		
Article Title:	Publication Date:	Volume #:	Issue #:
Publisher:	ISSN/ISBN:	Page #s:	Total # of Pages:

Instructor's Name _____

Course Title & #: _____

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Article Title:	Publication Date:	Volume #:	Issue #:
Publisher:	ISSN/ISBN:	Page #s:	Total # of Pages:

Instructor's Name _____

Course Title & #: _____

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