

# Reserve Form for Photocopies

A signed "Fair Use Checklist" must be submitted with every photocopy

OFFICIAL USE	<input type="checkbox"/>
Date Received:	

Reserve Department, 101 Stapleton Library, Indiana PA 15705

Joyce Piper 724-357-4717  
Monday – Friday 8:00am – 4:00pm  
e-reserve@iup.edu

Meghan Evanko 724-357-5583  
Saturday and Sunday 11:00am – 7:00pm  
Monday – Wednesday 4:30pm – 12:45am

[www.iup.edu/libraries/reserves/](http://www.iup.edu/libraries/reserves/)

Instructor's Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First

Department Name \_\_\_\_\_ Email \_\_\_\_\_

Department Office Location \_\_\_\_\_ Phone # \_\_\_\_\_  
Building and Office Number

Course # \_\_\_\_\_

Course Title \_\_\_\_\_

**\*Circulation Loan Period\***  
(If blank 1hr is assumed)

- 1 Hour Library Use Only
- 2 Hour Library Use Only
- 3 Hour Library Use Only
- 1 Day
- 3 Day
- 7 Day

**Please choose the beginning and ending semesters for your items.**

**Beginning Semester (year)**

- Fall \_\_\_\_\_
- Spring \_\_\_\_\_
- Pre-Session \_\_\_\_\_
- Summer I \_\_\_\_\_
- Summer II \_\_\_\_\_
- Other \_\_\_\_\_

**Ending Semester (year)**

- Fall \_\_\_\_\_
- Spring \_\_\_\_\_
- Pre-Session \_\_\_\_\_
- Summer I \_\_\_\_\_
- Summer II \_\_\_\_\_
- Other \_\_\_\_\_

## Citation Information:

Article/Chapter Title: \_\_\_\_\_

Title of Book or Journal: \_\_\_\_\_

Author: \_\_\_\_\_ ISBN/ISSN: \_\_\_\_\_

Page Range/Chapters: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue #: \_\_\_\_\_ Edition/Year: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date Published: \_\_\_\_\_

Article/Chapter Title: \_\_\_\_\_

Title of Book or Journal: \_\_\_\_\_

Author: \_\_\_\_\_ ISBN/ISSN: \_\_\_\_\_

Page Range/Chapters: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue #: \_\_\_\_\_ Edition/Year: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date Published: \_\_\_\_\_

Article/Chapter Title: \_\_\_\_\_  
Title of Book or Journal: \_\_\_\_\_  
Author: \_\_\_\_\_ ISBN/ISSN: \_\_\_\_\_  
Page Range/Chapters: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue #: \_\_\_\_\_ Edition/Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Date Published: \_\_\_\_\_

Article/Chapter Title: \_\_\_\_\_  
Title of Book or Journal: \_\_\_\_\_  
Author: \_\_\_\_\_ ISBN/ISSN: \_\_\_\_\_  
Page Range/Chapters: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue #: \_\_\_\_\_ Edition/Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Date Published: \_\_\_\_\_

Article/Chapter Title: \_\_\_\_\_  
Title of Book or Journal: \_\_\_\_\_  
Author: \_\_\_\_\_ ISBN/ISSN: \_\_\_\_\_  
Page Range/Chapters: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue #: \_\_\_\_\_ Edition/Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Date Published: \_\_\_\_\_

Article/Chapter Title: \_\_\_\_\_  
Title of Book or Journal: \_\_\_\_\_  
Author: \_\_\_\_\_ ISBN/ISSN: \_\_\_\_\_  
Page Range/Chapters: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue #: \_\_\_\_\_ Edition/Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Date Published: \_\_\_\_\_

Article/Chapter Title: \_\_\_\_\_  
Title of Book or Journal: \_\_\_\_\_  
Author: \_\_\_\_\_ ISBN/ISSN: \_\_\_\_\_  
Page Range/Chapters: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue #: \_\_\_\_\_ Edition/Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Date Published: \_\_\_\_\_

**Processing time depends on the volume of items received.**