

RESERVE COLLECTION REQUEST FORM – ARTICLES OR CHAPTERS

University Library



Lecturer _____ Semester and Year Unit Taught _____

Unit Code and Title _____ Campus (Please bold)

Broadway	Broome	Darlinghurst	Fremantle
----------	--------	--------------	-----------

To have your readings included in the Library Reserve Collection you need to either:

- Complete the full details for each item in the appropriate section below and send back to the Reserve Coordinator at your Library (Contact Details available on the Library website); OR
- Attach a copy of your reading list or the unit outline provided it includes the full bibliographic details for each reading you want students to have access to and email or post this document to the Reserve Coordinator at your Library; OR
- Visit the library, locate and copy the article(s) or chapter(s) yourself and bring them with this form to the loans desk. You will still need to ensure that we have the full bibliographic details for these items by completing the form.

Articles which are not already part of the University Library collection can be obtained via the document delivery service. You should allow two weeks for the ordering, delivery and processing of such requests. If you have the article or chapter please feel free to provide us with a copy for inclusion in the Reserve collection. Items that are available to students via one of the library's databases or which are available free of charge on the world-wide-web will not be included in the Reserve collection - please provide students with the appropriate information to find this item for themselves.

Textbooks: These will be placed in **Closed** Reserve

Author	Title	Publication Year	Library Call Number	Office use only

Prescribed Reading: These will be placed in **Open** Reserve

Author	Title	Publication Year	Library Call Number	Office use only

Recommended Reading: these will be kept in the Main Collection but will be limited to a **3 or 7 day loan** (please specify your preference)

Author	Title	Publication Year	Library Call Number	Office use only

PLEASE NOTE: All items in the Reserve Collection (including 3 and 7 day loans) attract late fines at the rate of 50c per hour per item.

Reserve Coordinators					
Broome	Craven	Darlinghurst	Galvin	St Benedict's	St Teresa's
Maya Hatton Le Bars	Blair Kelly	Matthew Nash	Julia Davies	Anne Warren	Steven Roberts