

Faculty Reserve Material Form
 Congressman Frank J. Guarini Library
 New Jersey City University

Please list the materials you wish to place on reserve. Submit the form and materials at the Circulation Desk. A separate form should be filled out for each course. It is the responsibility of the instructor to make sure all materials placed on reserve adhere to copyright law. Instructor-owned items and circulating Library-owned books may be placed on reserve. The Library does not purchase textbooks. However, instructors may place personal copies on reserve for student use. The Library cannot be held responsible for any lost or damaged items. The loan period for all materials placed on reserve is 2 hours in-house use only. Students must present a valid Gothic ID card to access the collection.

Instructor: _____ Semester: _____

Course Title: _____

Course Number: _____ Date of Request: _____

Call Number	Author	Title	Edition