**COURSE RESERVE REQUEST FORM**

**SUNY AT BUFFALO**

Date Received ________________

<table>
<thead>
<tr>
<th>Instructor Name (Last, First)</th>
<th>Course Initials, Number and Section (ENG101-B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Address</td>
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<tr>
<td>Department Name</td>
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<td>Department Address</td>
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<thead>
<tr>
<th>Course Name</th>
<th>Semester (Check One)</th>
<th>Year</th>
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<tr>
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<td>Fall</td>
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<td>Winter</td>
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<tr>
<th>Type of Material (Check One)</th>
<th>Author of Book, Journal Article, or Book Chapter</th>
<th>Title of Book, Journal Article, or Book Article</th>
<th>Call Number of Library Book Or Check &quot;Personal Copy&quot;</th>
<th>Source of Book Chapter or Journal Article (All Photocopies Must Have Citation)</th>
<th>Type of Reserve (Check One)</th>
<th>* For Library Use Only</th>
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<td>☐ Photocopy</td>
<td>☐ Other, Specify: [__________________________]</td>
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<td>☐ 2-hour/Overnight</td>
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<td>☐ Seven Day</td>
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* KEY ➔ O = In Process  ON = On Reserve  OFF = Taken Off Reserve  OO = On Order  R = Recalled from Circulation  T = Being Traced