Course Reserves Form

Prior to completing this form, please familiarize yourself with the directions on our course reserves page for instructors: https://www.lib.umt.edu/research-find/course-reserves/for-instructors.php. Turn in this form to the Check Out Desk. Call the Check Out Desk at (406)243-6734 or email library.reserves@umontana.edu with questions. Submit course reserves materials at least four business days before needed.

Copyright Law (Title 17 U.S. Code) applies to all photocopied materials. Reserve policies only allow for copyrighted material to remain on reserve for the semester that course is offered. Instructors should obtain copyright clearance for material they wish to reuse. An asterisk (*) indicates a required field.

Full Name *
Other Instructor Name(s)
Email *
Phone
Campus Mailing Address *
Course Number *

For example: HSTA 201A.01

Course Title *
Semester(s) Offered *

Have you been informed by Disability Services for Students that you will have a deaf or hard of hearing student in your class? *

yes/no

Have you been informed by Disability Services for Students that you will have a blind or low vision student in your class? *

yes/no

Choose a circulation period *

- 2-hour reserve
- 2-hour reserve, in-building use only
- 4-hour reserve
- 4-hour reserve, in-building use only
- 24-hour reserve
- 48-hour reserve

List items to put on course reserve (please include author, title, and CALL NUMBER if library material). If you have more than three items, please consider submitting as a separate sheet or use the back of this page.