



Library Acquisition Request Form - Course Reserves

The Library at the Academy of Art University welcomes acquisitions suggestions from faculty members. Please use this form to request materials that are required reading for your courses. These items will be placed in the Course Reserve section and be available to your students for short-term use in the library only. Course reserves are limited to five items per course section. Items placed on Course Reserve are removed at the end of the semester unless requested for the following semester. Please use one form for each course you are teaching.

All requests are now subject to departmental approval. Unsigned forms will be forwarded to your department for final review by your department director.

We will notify you via email when your requested items are on the shelf and available for your students.

Please only use this form to request items that are required for one of your courses. See the Faculty Request Form to suggest items to be added to the general circulating or reference stacks.

Instructor's Name

Department

Date

Email Address

Phone Number

Faculty ID#

Course Name

Course Number

Section

Semester

Table with 7 columns: Title, Author, ISBN, Library Use Only, Director Approval Yes, Director Approval No. Rows 1-5.

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_