

BAC Library Reserve Request Form

Instructor's name: _____ e-mail: _____ Phone: (_____) _____

Course name: _____ Course number: _____ Semester: _____ Date: _____

Book Requests
(See the other side of this form for article and chapter requests.)

<i>Title, Author, ISBN, Date</i>	<i>Library call number:</i>	<i>Instructor's Copy []</i>	<i>Please Purchase []</i>
<i>Title, Author, ISBN, Date</i>	<i>Library call number:</i>	<i>Instructor's Copy []</i>	<i>Please Purchase []</i>
<i>Title, Author, ISBN, Date</i>	<i>Library call number:</i>	<i>Instructor's Copy []</i>	<i>Please Purchase []</i>
<i>Title, Author, ISBN, Date</i>	<i>Library call number:</i>	<i>Instructor's Copy []</i>	<i>Please Purchase []</i>
<i>Title, Author, ISBN, Date</i>	<i>Library call number:</i>	<i>Instructor's Copy []</i>	<i>Please Purchase []</i>

Attach additional forms if necessary.

Article and Chapter Requests
(See the other side of this form for book requests.)

For copyright purposes, indicate the approximate number of students enrolled in your course: _____

Article / Chapter Title: _____ Journal / Book Title: _____ Library call number: _____ Vol: _____ Issue: _____ Publication Date: _____ Page: _____ To: _____ Author: _____ *Instructor will submit materials: [<input type="checkbox"/>] Available in BAC Online Database: _____
Article / Chapter Title: _____ Journal / Book Title: _____ Library call number: _____ Vol: _____ Issue: _____ Publication Date: _____ Page: _____ To: _____ Author: _____ *Instructor will submit materials: [<input type="checkbox"/>] Available in BAC Online Database: _____
Article / Chapter Title: _____ Journal / Book Title: _____ Library call number: _____ Vol: _____ Issue: _____ Publication Date: _____ Page: _____ To: _____ Author: _____ *Instructor will submit materials: [<input type="checkbox"/>] Available in BAC Online Database: _____

*If the Library does not own the source material for the articles or chapters, please submit the **original source (i.e. not photocopies)** to the library for scanning along with this completed form. Articles and Chapters will be created as password-protected electronic reserves whenever possible. After your reserves are processed, you will be issued a password to distribute to your students.

If you have any questions or concerns please contact the reserves coordinator:

Robert.Adams@the-bac.edu
617.585.0232

Attach additional forms if necessary.