

Course Reserve Request Form

About Course Reserves

1. General Information

Physical and electronic materials may be placed on course reserve.

Physical materials may be placed on course reserve at any of the University Library locations:

- * Norlin Library
- * Gemmill (Engineering, Math, Physics) Library
- * Music Library
- * Business Library
- * Earth Sciences & Map Library

Instructors are highly encouraged to place ebooks and streaming media on course reserve.

Doing so provides:

- * Access, without interruption, for the whole class by ensuring that licensing is current and adequate for the class size
- * Easy access to all assigned materials in one place

Materials remain on course reserve for one semester and may be moved to upcoming semesters when requested.

2. Course Reserves Policy

Allowed materials include:

- * Library owned books, ebooks, streaming film, and other media (e.g. DVDs, CDs, etc)
- * Instructors personal copy books and media

Prohibited materials include:

- * Unauthorized (pirated) copies of commercially available material,
- * Materials borrowed from another library or rented from a commercial establishment
- * Photocopies of single or collected articles or other writings

Materials remain on reserve for one semester. However, courses can be rolled over to upcoming semesters.

Reserve requests & materials will be processed in the order in which they are received.

Time sensitive requests should be submitted to the Reserves unit at least **two weeks** prior to their need by date. Requests submitted prior to and in the weeks following the beginning of a semester can take more time to process.

Any purchase request should be made **several weeks** in advance to ensure that materials can be purchased, shipped, cataloged, processed and made available through reserve. This includes ebooks.

Review the complete Course Reserves Policy and Guidelines at: <https://www.colorado.edu/libraries/about/policies/course-reserve-policy>.

Instructor Information

3. Instructor name (Last, First) *

If multiple instructors, list all. Separate names with a /

kearnes, keith

4. Instructor email (@[colorado.edu](https://www.colorado.edu) emails only) *

If multiple instructors, list all. Separate emails with a /

kearnes@colorado.edu

5. Is there someone other than the instructor managing the reserves for this course? *

Such as a program assistant or TA

Yes

No

6. If you are placing any non-library items on reserve, please include the name and campus box number (e.g. 184) of the person the materials should be returned to:

UCB numbers only.

Please do not enter your building name or office number.

Enter your answer

Course Information

7. Course Listing *

(e.g. HIST 1001)

Math 4730/5730

8. Course Name *

(e.g. History of Roman Art)

Set Theory

9. Approximate number of students enrolled in the course *

7

10. Is this course currently listed in the LIBRARY catalog? *

Before answering, check if the course is listed using the following link: <https://libcat.colorado.edu/Search/Reserves>

****ATTENTION**** The libraries have moved to a catalog and software system. Course reserves from previous semesters may not currently be listed in the current catalog. We are in the process of rebuilding the course reserve information. If you have had materials on course reserve at anytime from the FALL 2022 semester to the current semester, you may answer yes to this question. Please contact reserves@colorado.edu with any questions.

Yes

No

Circulation Information

11. What semester do you want materials to be on reserve for? *

You may only select one upcoming semester.

Summer 2023 (includes, Maymester, Augmester, Summer A, Summer B, etc)

Fall 2023

Spring 2024

12. Library Location *

Which library location would you like to have any physical materials kept at?

Norlin Library

Gemmill (Engineering, Math, Physics) Library

Music Library

Business Library

- Earth Science & Maps Library
- Online Course (There are no physical items for this course)

13. Check Out Time

How long should physical materials check out for?

- 2 hours
- 4 hours
- 24 hours
- 72 hours

Library Materials

Only list materials currently owned by the library.

Indicate each item's format. List each item as book, ebook or both (for book & ebook) or for media items list as streaming film, DVD, CD, etc.

There are separate sections for personal/departmental copies and library purchases

14. Are there any LIBRARY MATERIALS you want to place on reserve for this course? *

- Yes
- No

15. Library Item 1: Title / Author / Call Number / Item Format

Please list as indicated

Introduction to set theory/Karel Hrbacek & Thomas J. Jech./QA248 .H68 1999/hard copy and

electronic access

16. Library Item 2: Title / Author / Call Number / Item Format

Please list as indicated

Enter your answer

17. Library Item 3: Title / Author / Call Number / Item Format

Please list as indicated

Enter your answer

18. Library Item 4: Title / Author / Call Number / Item Format

Please list as indicated

Enter your answer

19. Library Item 5: Title / Author / Call Number / Item Format

Please list as indicated

Enter your answer

20. Do you have more library materials to add?

Yes

No

Personal Copy Materials

Please list materials personal or departmental materials that you want to place on reserve

Physical materials only.

Materials **must be brought** the service desk of the library location selected to be processed.

21. Are there any PERSONAL OR DEPARTMENTAL MATERIALS that you would like to place on reserve? *

Yes

No

Purchases

About Purchases:

- Please list any items, physical or electronic, that you would like the library to try and purchase.
- Include the preferred format (book, ebook, DVD, etc) of each title.
- Purchases may take several weeks to become available.
- You will be contacted if the item is not approved, cannot be purchased or if the format desired is not available.

A Note About Ebooks:

Due to restrictions placed on ebooks by publishers, not all ebooks that are available for individual purchase are available for libraries to purchase. This is especially true for textbooks. We will attempt to get titles in the format desired and encourage instructors to make such requests, but please be aware that the libraries do face serious limitations when it comes to electronic materials.

22. Are there any items that the library does not own that you would like purchased for your course? *

Yes

No

23. Purchase Request 1: Title / Author / ISBN / Format

Please list as indicated

Enter your answer

24. Purchase Request 2: Title / Author / ISBN / Format

Please list as indicated

Enter your answer

25. Purchase Request 3: Title / Author / ISBN / Format

Please list as indicated

Enter your answer

26. Purchase Request 4: Title / Author / ISBN / Format

Please list as indicated

Enter your answer

27. Purchase Request 5: Title / Author / ISBN / Format

Please list as indicated

Enter your answer

28. Do you have more purchase requests to add?

Yes

No

29. LIST ALL OTHER PURCHASE REQUESTS BELOW

Title / Author / ISBN / Format of ALL ADDITIONAL ITEMS.

Please separate each item with a ;

Enter your answer

Questions or comments?

30. Please include any questions or comments

Enter your answer

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