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**Print & Media Reserves Form**

* Using this form, submit a list of complete titles and call numbers for library items for reserves
  + E.H. Little Library – Reserves: [reserves@davidson.edu](mailto:reserves@davidson.edu)
  + Or Music Library – Jon M. Hill: [jmhill@davidson.edu](mailto:jmhill@davidson.edu)
* Library staff will post a link to the specified course listing in Moodle
* Items will be placed on reserve in either Little or Music depending on the course

Faculty Name: Phone:

Course #: Course Title:

Semester …………………………………………………………..

*Please download additional copies of this form as needed.*

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| Call # | Author | Title |
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**Deadlines:** Lists are processed in the order received. At the beginning of the semester, allow a minimum of one week to process. Late lists may not be ready when classes begin.  
http://www.smith.edu/libraries/images/spacer.gif**Books, DVDs, CDs, etc**.: Materials belonging to Little or Music Libraries may be placed on reserve and included on your reserve list.

**Moodle:** All reserve items will be made available through Moodle  
http://www.smith.edu/libraries/images/spacer.gifhttp://www.smith.edu/libraries/images/spacer.gif**Syllabi: http://www.smith.edu/libraries/images/spacer.gif** To help students find materials easily, please give call numbers for library items on reserve and note which items are on electronic reserve on your syllabi.