

The original of this form lives in Library -> Circulation > Reserves



# California Institute of Integral Studies

## LIBRARY COURSE RESERVES REQUEST FORM

Semester \_\_\_\_\_ Year \_\_\_\_\_

Use this form to reserve materials from the CIIS Library for the students in your course(s). This request must be submitted every academic semester, even if you've reserved the same materials previously. **Limit of 12 physical materials can be placed on reserve for one course each semester. Unlimited additional links to electronically owned or subscribed library materials are allowed.**

E-mail this completed form to [reserve@ciis.edu](mailto:reserve@ciis.edu).

The reserves are available in two formats:

### Hard Copy

These materials are books and videos physically stored in the Library, and may circulate to students for up to two hours at a time. Circulating items checked out within two hours of the Library's closing may be kept overnight and must be returned within two hours of the Library's opening the next day, journals, faculty copies, A/V and Reference materials that are physical items do not circulate.

To see if the Library owns the items you want to place on reserve, log onto: <http://library.ciis.edu/> → Library Catalog.

- Submit a separate **Library Course Reserves Request Form** for each of your courses. Requests should be submitted eight weeks prior to the semester, and will not be accepted after two weeks before the semester begins.
- If CIIS does not have access to the materials you require - you may either:
  - ▶ Request that the Library purchase it.  
Submit a request via <http://library.ciis.edu/aboutus/suggestions.asp>, we will consider purchasing a copy if it meets the CIIS Library collection criteria. Owing to budgetary constraints, no more than six items will be purchased for any single course. Please bear in mind that it can take over six weeks for the Library to acquire a new book. See the Library Web site for full policy and copyright details (<http://library.ciis.edu/> → Reserves).
  - ▶ Place a personal copy on reserve.  
Bring the book or video and this completed form to the Circulation Desk. All materials will be returned to you at the end of the semester, if sufficient information is provided on how you'd like the material returned.

If you have questions, contact the Reserves at [reserve@ciis.edu](mailto:reserve@ciis.edu) or call the circulation desk at 415-575-6180, or Reserves Librarian at 415-575-6187

### Online

We can **Link** to any materials to which the CIIS library owns or subscribes to in electronic format, and will create a KOHA course reserves space for you which lists both physical and online materials.

*Note: You may link directly to electronically accessible materials either in your syllabus or in Canvas – for more information on how to do this see the [Library Copyright guide](#).*

If you are requesting materials for an Online class or Distance program, and CIIS does not own or subscribe to the materials you need to provide electronically – we may still be able to make them available.

The following materials may be available to post in, the electronic course reserve system SIPX – If CIIS does not have electronic access the students may need to pay a copyright access fee.

- Individual articles, papers, or book chapters, with proper copyright permissions.
- Documents in electronic form, with proper copyright permissions.

### Note

- *Web pages/sites – you may link to in your syllabus or Canvas course space*
- *Student-produced documents (access is limited only to students in the same class), or with student consent form (see copyright guidelines) may be linked in your Canvas course space*

Documents not purchased by you or CIIS must be cleared for copyright. Consult the CIIS Access Services Librarian for further information on using SIPX or advice on copyright.

If you have questions, contact Reserves, at [reserve@ciis.edu](mailto:reserve@ciis.edu) or 415-575-6187.

Semester/Year:

Course Code:

Instructor:



# California Institute of Integral Studies

## LIBRARY COURSE RESERVES REQUEST FORM

Semester \_\_\_\_\_ Year \_\_\_\_\_

Enter requested information in this column.  
▼ Press "Tab" to move between cells. ▼

1. Today's date	
2. Program	
3. Course Semester and Year	
4. Course Code (e.g., EWP 6101)	
5. Course Title	
6. Lead Instructor	
7. Core or adjunct?	
8. E-mail Address	
9. Phone Number	
10. Co-Instructor (if applicable)	
11. Core or adjunct?	
12. E-mail Address	
13. Phone Number	

Enter requested information in this column.  
▼ Press "Tab" to move between cells. ▼

14. <b>Material 1:</b> Book or video?	
15. Material 1: CIIS Library or Faculty copy?	
16. Material 1: Title	
17. Material 1: Author	
18. Material 1: Call Number (@ CIIS Library)	
19. Material 1: Date/Edition (if any)	
20. Material 1: Publisher	
21. Material 1: ISBN#	
22. <b>Material 2:</b> Book or video?	
23. Material 2: CIIS Library or Faculty copy?	
24. Material 2: Title	
25. Material 2: Author	
26. Material 2: Call Number (@ CIIS Library)	
27. Material 2: Date/Edition (if any)	
28. Material 2: Publisher	
29. Material 2: ISBN#	
30. <b>Material 3:</b> Book or video?	
31. Material 3: CIIS Library or Faculty copy?	
32. Material 3: Title	
33. Material 3: Author	
34. Material 3: Call Number (@ CIIS Library)	

Semester/Year:

Course Code:

Instructor:

35. Material 3: Date/Edition (if any)	
36. Material 3: Publisher	
37. Material 3: ISBN#	
38. <b>Material 4:</b> Book or video?	
39. Material 4: CIIS Library or Faculty copy?	
40. Material 4: Title	
41. Material 4: Author	
42. Material 4: Call Number (@ CIIS Library)	
43. Material 4: Date/Edition (if any)	
44. Material 4: Publisher	
45. Material 4: ISBN#	
46. <b>Material 5:</b> Book or video?	
47. Material 5: CIIS Library or Faculty copy?	
48. Material 5: Title	
49. Material 5: Author	
50. Material 5: Call Number (@ CIIS Library)	
51. Material 5: Date/Edition (if any)	
52. Material 5: Publisher	
53. Material 5: ISBN#	
54. <b>Material 6:</b> Book or video?	
55. Material 6: CIIS Library or Faculty copy?	
56. Material 6: Title	
57. Material 6: Author	
58. Material 6: Call Number (@ CIIS Library)	
59. Material 6: Date/Edition (if any)	
60. Material 6: Publisher	
61. Material 6: ISBN#	
62. <b>Material 7:</b> Book or video?	
63. Material 7: CIIS Library or Faculty copy?	
64. Material 7: Title	
65. Material 7: Author	
66. Material 7: Call Number (@ CIIS Library)	
67. Material 7: Date/Edition (if any)	
68. Material 7: Publisher	
69. Material 7: ISBN#	
70. <b>Material 8:</b> Book or video?	
71. Material 8: CIIS Library or Faculty copy?	
72. Material 8: Title	
73. Material 8: Author	
74. Material 8: Call Number (@ CIIS Library)	
75. Material 8: Date/Edition (if any)	
76. Material 8: Publisher	

Semester/Year:

Course Code:

Instructor:

77. Material 8: ISBN#	
78. <b>Material 9:</b> Book or video?	
79. Material 9: CIIS Library or Faculty copy?	
80. Material 9: Title	
81. Material 9: Author	
82. Material 9: Call Number (@ CIIS Library)	
83. Material 9: Date/Edition (if any)	
84. Material 9: Publisher	
85. Material 9: ISBN#	
86. <b>Material 10:</b> Book or video?	
87. Material 10: CIIS Library or Faculty copy?	
88. Material 10: Title	
89. Material 10: Author	
90. Material 10: Call Number (@ CIIS Library)	
91. Material 10: Date/Edition (if any)	
92. Material 10: Publisher	
93. Material 10: ISBN#	
94. <b>Material 11:</b> Book or video?	
95. Material 11: CIIS Library or Faculty copy?	
96. Material 11: Title	
97. Material 11: Author	
98. Material 11: Call Number (@ CIIS Library)	
99. Material 11: Date/Edition (if any)	
100. Material 11: Publisher	
101. Material 11: ISBN#	
102. <b>Material 12:</b> Book or video?	
103. Material 12: CIIS Library or Faculty copy?	
104. Material 12: Title	
105. Material 12: Author	
106. Material 12: Call Number (@ CIIS Library)	
107. Material 12: Date/Edition (if any)	
108. Material 12: Publisher	
109. Material 12: ISBN#	

**ARE any of the above materials Personal Copies? YES (fill out the information below) NO (leave below blank)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I will pick up my materials in the Library

I want my materials mailed to me at the address listed above

I understand that if the items are left without the above information or are not picked up by four weeks after the end semester they will go to the Library Book Sale.