



NEW HAMPSHIRE
INSTITUTE
OF ART

TETI LIBRARY

RESERVE REQUEST FORM

Date of Request: _____ Course Name **&** Number _____

Faculty Name: _____ Department _____

Phone Number: _____ Email: _____

TITLE	AUTHOR	CALL NUMBER (or mark personal)

Can students take the item out of the library? Yes _____ No _____

Loan Period (check one):

2 hour (standard)

1 day

4 hour

3 days

Please Note the Following:

- ✓ Course Reserves may include your personal items or Teti library-owned items only.
- ✓ If you or the Teti Library does not own an item that you wish to reserve, please fill out a “Materials Request Form” (ask at Circulation Desk) and submit it at least one month prior to your class.
- ✓ All reserve materials are removed from reserve status at the end of each semester unless the library is notified otherwise: the materials will be returned to their original non-reserve status and location.
- ✓ Faculty must comply with copyright law for all photocopied items.
- ✓ Please note that although the library takes every precaution to ensure that personal items are returned to the library by borrowers, it does not assume responsibility for providing replacement costs of personal items should a borrower fail to return a faculty-owned item.
- ✓ Please allow at least 48 hours for your reserve request to be completed. Please submit reserve requests at least 48 hours before the reserve is needed by students.

Please return this form to the Teti Library (or email to ref@nhia.edu) at least 48 hours before needed for your class
Please email or call 603-836-2532 for assistance