

Wenzao Library Course Reserve Form

Academic Year: 20 Spring Semester Fall Semester

Department:

Instructor:

Course Title:

E-mail:

Phone No.:

1.	Title:		
	Item Format: <input type="checkbox"/> Book <input type="checkbox"/> DVDs <input type="checkbox"/> CDs <input type="checkbox"/> Others (please specify):		
	Personal Collection: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No Barcode, No Magnetic Strip
2.	Title:		
	Item Format: <input type="checkbox"/> Book <input type="checkbox"/> DVDs <input type="checkbox"/> CDs <input type="checkbox"/> Others (please specify):		
	Personal Collection: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No Barcode, No Magnetic Strip
3.	Title:		
	Item Format: <input type="checkbox"/> Book <input type="checkbox"/> DVDs <input type="checkbox"/> CDs <input type="checkbox"/> Others (please specify):		
	Personal Collection: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No Barcode, No Magnetic Strip
4.	Title:		
	Item Format: <input type="checkbox"/> Book <input type="checkbox"/> DVDs <input type="checkbox"/> CDs <input type="checkbox"/> Others (please specify):		
	Personal Collection: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No Barcode, No Magnetic Strip
5.	Title:		
	Item Format: <input type="checkbox"/> Book <input type="checkbox"/> DVDs <input type="checkbox"/> CDs <input type="checkbox"/> Others (please specify):		
	Personal Collection: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No Barcode, No Magnetic Strip

Instruction:

1. One Form per course. Please photocopy the form as needed.
2. For personal photocopied articles, please bind them together before submitting to the Library. They will be returned after the semester ends.
3. You may submit Reserve requests in person or email to 89003@mail.wzu.edu.tw (subject: Course Reserve)
4. To ensure the security and appropriate checkout procedure, the material from personal collection will be magnetized and adhered with a barcode. Should the instructor disagrees, please check "No Barcode, No Magnetic Strip" in the form.
5. All reserved items will be returned to general collections or to the instructor when the semester ends. Should the instructor have special requests, please inform the library in advance.
6. Current periodicals are not available for course reserve request.
7. For further inquiries, please contact Ming-Li Huang at ext. 2714