Music Library Electronic Reserve - Request Form

Please fill in this form completely. All information is required to place materials on electronic reserve. Any missing information will delay implementation of this Reserve List.

Electronic Music reserve requests will be processed as quickly as possible. Requests are processed in the order in which they are received.

Faculty Name: _________________________________ Department: __________________________

Email: ______________________________ Phone Number: ________________________________

Course Name: ______________________________ Course Number: _______________________

Semester(s) on reserve: ___________ Date Submitted: ____________________________

1. This Electronic Music Reserve list is to include: □ Audio? □ Scores?
   NOTE: Electronic Articles are placed on reserve in Reserve Services.
   More information can be found at: http://www.uwm.edu/Libraries/reserve/

2. Are there additional materials to be placed on Physical Reserve?
   □ Yes* □ No
   *If Yes please fill out a “Music Library Physical Reserve - Request Form”

3. Please provide the Music Library with the content (a syllabus or list of pieces) for this Electronic Music Reserve List:
   
   Electronically (preferred): rlittman@uwm.edu AND askmusic@uwm.edu
   OR
   
   Physically: please give to Rebecca Littman in person at the Music Library (E295)

   NOTE: Items on this reserve list will be arranged in the order of the provided list

Staff use only
Date Request Received: _____ / _____ / ______  By Whom: __________________________
Syllabus and/or List of pieces provided upon filling out request form? □ Yes □ No
Notes: ______________________________________________________________________

________________________________________________________________________

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