How to Place Course Reserves
This handout will show you how to put materials on reserve at the library.

1. Fill out course reserve form(s).
   - From dom.edu/library, click on “Using the Library” on the left sidebar.
   - Click on “Reserves” at the bottom of the next page.
   - Select the link that says “please complete the instructor form.”
   - Print the form and fill out all of the requested information. Different classes require separate forms.
2. Gather the items.
   - Find the items in the library. If an item is on loan, you may request a recall.
   - If the library does not own the item, a personal copy can be used.
   - Items from other libraries and reference items cannot be placed on reserve.

3. Take book(s) and completed form to the Circulation Desk.
   - The library is open Sun-Thurs 8:00 am – midnight; Fri-Sat 8:00 am – 5:00 pm.
   - Please allow for up to five business days for the items to be processed.
   - For questions about reserves, call (708) 524-6879 or e-mail reserves@dom.edu.

✔ Need more help?
   - Chat: www.dom.edu/library
   - Call: (708) 524-6875
   - E-mail: reference@dom.edu
   - Visit the library