

## Course Reserve Request Form Policy

The CSL Library Staff strives to provide the best customer service to our patrons and wants to accommodate your needs and requests. The Library Staff needs your help so that we can continue to provide you with good customer service.

We are asking faculty, adjuncts, administrative assistants and reference librarian liaisons to use the Course Reserve Request form when you need to place additional items on reserve. You can access the form three ways:

- Go to the CSL's intranet main page and choose the [Library tab](#) and click [Course Reserve Request](#) or the [Policy Forms](#) tab and click [Library](#)
- Use one of the following links to access the request form:

<https://www.charlottelaw.edu/cslintranet/library/>

<https://www.charlottelaw.edu/cslintranet/policies.asp?DEPTID=6>

- Stop by the Circulation desk and request for the Course Reserve Request form

You will only need to use this form when you need additional books or materials reserved for your course and those materials were not on the book list. You will also need to use this form when you request ITS to do recordings from your classes that you would like for your students to review and check-out.

We regret that we can no longer accept [email, verbal, phone or sticky note requests](#) for reserving items.

If you experience any technical problems with the links above, please contact the ITS or let the Library Staff know about the problem.

As we are striving to provide the best customer service for our patrons, we appreciate your cooperation.

Thank you,

CSL Technical Services and Circulation Departments