

Placing Requests

Reserve requests are accepted throughout the year. Material needed at the start of a new term should be submitted at least one month in advance. See **Reserve Request Deadline** below for specific dates.

There are several options for placing requests:

- Email a copy of your reading list or syllabus to the [Reserves Coordinator](#). **Reserve material should be clearly noted** (see [here for examples](#)), with complete citation information and page number(s) included for all items requested.
- Complete the [Online Form](#). Make sure you have citation information on hand when completing the form.
- Submit the PDF [Ames Library Reserve Request Form](#). This form can be filled in electronically, saved, and sent via email attachment to [Reserves](#). If you prefer, you may print the form and send through campus mail or leave at the library circulation desk along with material you are requesting for reserve.

If you choose to submit a request electronically but will be supplying personal copies of material for reserve, please attach a note to the personal copies containing your name and the course number for which the material is needed.

Reserve Request Deadline

Requests for reserve material are accepted at any time throughout the year. However, in order to have material ready at the beginning of a new semester we ask that requests be submitted by the following dates:

- August 1st for Fall
- December 1st for Spring
- April 1st for May

An email reminder regarding the due date is sent to faculty several weeks in advance.

For additional information or questions please contact the [Reserves Department](#).