Faculty Request for Reserve Materials

Please return this form to your campus library’s Circulation counter.

For More Help, Contact:
Ammerman Campus, Lynn Martusciello at 631-451-4187 or martusl@sunysuffolk.edu
Eastern Campus, Nick DeLucia at 631-548-2536 or delucin@sunysuffolk.edu
Grant Campus, Donna McHugh at 631-851-6507 or mchughd@sunysuffolk.edu

Date:_____________________ Instructor:__________________________________________

Course Number:__________ Course Title:__________________________________________
(e.g. PSY 101)

Campus Office:__________ Phone:___________________ Email:_______________________

Length of time the item(s) are to be on reserve: (e.g. 3 semesters) ____________________
Please be specific as to when you want the items removed and returned to you.

Campus Library for the Reserve Loan Period for Students
____ Ammerman _____ 2 hour library use only
____ Eastern
_____ Other________________
____ Grant

(24 hours, 48 hours, or 1 week)

Please provide the author, title, and any important publishing information for each item.

Author | Title | Publishing Information
(Publisher, Date, Edition, etc.)

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