

Course Reserves Form -Media Fondren Library -Circulation Questions? Email: fondcirc@smu.edu		Course Subject/Number	Term/Year	Prof. Name & Dept	SMU email
<u>Loan Period</u> ___ 3 hours in library use only		Date of Request	Number of Students	During peak times five business days may be required for processing.	
# of copies	Call Number	Title of Film or Media		Preferred Format (if available)	
<p>Details on reserve services are available in the Faculty Guide to Reserves which can be obtained at the Fondren Main Desk or online at https://www.smu.edu/libraries/fondren/services/faculty/course%20reserve</p> <p>If you need to reserve a video/DVD for classroom use, please visit: https://www.smu.edu/Libraries/fondren/services/faculty/media-reserve</p> <p>If you need to assign a proxy to check out materials on your behalf, please visit: https://sites.smu.edu/libraries/proxy-request/</p>					

Please bring completed forms to Fondren Library Main Desk.