CLASS RESERVE MATERIALS FORM

Allen Library

Return completed form to Michael Anderson (mianderso@hartford.edu, ext. 4459). Allow one to two weeks for lengthy lists. Requests will be processed first come first served, with short lists often processed in one day. We will do our best, but cannot guarantee that late lists will be ready in time for the start of your classes.

Instructor: ____ E-mail: ________________________

Course Name: ____ Campus Extension: _______________

Course Number: _________________ Semester / Year: _________________

- Under **"Item Type,"** write book, printed music, CD, LP, VHS, or DVD. If the item is your personal copy, please indicate that as well.
- We can selectively digitize articles, CD tracks, and the like as e-reserves for your classes in Blackboard. Please see Michael Anderson for instructions, and set Michael Anderson (mianderso) and Lisa Wollenberg (lwollenbe) as Course Builders.
- We can help create online playlists in Naxos, DRAM, or other streaming media for your classes, or we can show you how to do it.

Author / Composer	Title	Item Type (see above)	Call Number