

## TCNJ Library Media Reserves Request Form

Semester	
Course Number	
Class title	
Professor	
Email and Phone no.	

### For Streaming Audio Reserves:

Format	Call Number	Title	Composer/Performer		Disc & Track #	Selection title

Please return this form to the Media Services Desk, Library 4<sup>th</sup> floor, or send through campus mail to TCNJ Library Media Services, Katy Ells. Or use our [Online Media Reserve Request Form](#). Please allow 3 business days for processing media reserves, and 2 weeks for processing Streaming Audio Reserves. If TCNJ Library does not own the item, please allow 4-6 weeks for ordering/processing. If you have any questions about Media Reserves, please contact Katy Ells, Media Services Supervisor, [ells@tcnj.edu](mailto:ells@tcnj.edu) 609-771-3235.

To place personal copies on reserve, label item with name and course number and bring to the Media Services desk. Media Services cannot accept materials recorded off the air, or copied or compiled tapes without the written permission of the copyright owner. Although staff take all reasonable precautions, personal copies on reserve are at some risk. Please do not place valuable or irreplaceable items on reserve. Thank you!