

## Faculty E-Reserve Request Process Checklist for Faculty and Faculty Secretaries

Complete and email course syllabus to [syllabi@lpts.edu](mailto:syllabi@lpts.edu) and carbon copy the faculty secretary.

Complete reserves forms.

**E-Reserves (CAMS Portal):**

<http://www.lpts.edu/docs/forms/e-reserve-request-form.pdf>

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Submit completed form by e-mail to [reserves@lpts.edu](mailto:reserves@lpts.edu)

*Questions? Contact Bobi Bilz (Email [bbilz@lpts.edu](mailto:bbilz@lpts.edu) or Phone 992.9395).*

**Books for Print Reserve:**

<http://www.lpts.edu/docs/forms/reserve-request-books-for-print-reserve.pdf>

Submit completed form by e-mail to [reserves@lpts.edu](mailto:reserves@lpts.edu)

*Questions? Contact Angela Morris (Email [amorris@lpts.edu](mailto:amorris@lpts.edu) or Phone 992.9391).*

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