

RESERVE REQUEST FORM

- Please indicate exactly how you will tell the students to ask for the item, usually the way you cite it in your syllabus.
- Please allow three full class days for processing materials before you expect students to use the material.
- Items will be removed at the end of each semester unless otherwise indicated.
- ***NOTE: The Call Number is needed only if you would like us to locate the book for you.**

Instructor's Name: _____

Phone: _____

Course (Ex. PHIL 101): _____

Date: _____

Semester: _____

1. Item Title: _____

Author: _____

*Call Number: _____

Circle One: 2 HOURS (In library only) 4 HOURS (In library only)

1 DAY 3 DAY 7 DAY 10 DAY

2. Item Title: _____

Author: _____

*Call Number: _____

Circle One: 2 HOURS (In library only) 4 HOURS (In library only)

1 DAY 3 DAY 7 DAY 10 DAY

3. Item Title: _____

Author: _____

*Call Number: _____

Circle One: 2 HOURS (In library only) 4 HOURS (In library only)

1 DAY 3 DAY 7 DAY 10 DAY

4. Item Title: _____

Author: _____

*Call Number: _____

Circle One: 2 HOURS (In library only) 4 HOURS (In library only)

1 DAY 3 DAY 7 DAY 10 DAY