RESERVE ITEM REQUEST

BOOKS / MEDIA

Date: ___________________

Please allow at least 2 working days before announcing availability of these materials to your classes

Instructor’s Name: _______________________________________________________

Department: __________________________________ Phone: ________________

Course Name: __________________________________________________________

Course Number: ____________________ Semester: _________________________

No. of Students in Class: ________________________________________________

**Reserve items will be checked out for 2 hours (Books) or 4 hours (Media) unless otherwise noted.

**Available periods are: (Circle One) 2 hour - 4 hour - 2 day - 7 day

BOOKS / MEDIA

Title: _________________________________________________________________

Title: _________________________________________________________________

Title: _________________________________________________________________

Title: _________________________________________________________________
(Please continue on reverse if necessary)

** Reserve materials will be removed as per the current Library procedures.

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For Office Use Only

Process Date: _____________________________ Initials: ____________________

Notes: ________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Updated: October 2007