

**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.**

\*\*\*\*\*

For Office Use Only

Process Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_