

Reserve Form

*Please allow **48 hours** (Monday-Friday) for items to be available on reserve.*

Course Information

Instructor Name: _____ Semester: _____

Course #: _____

Course Title: _____

Material Information

ITEM #1 Choose one: _____ Book _____ Article _____ DVD* _____ Other (_____)

**For DVDs, the Library recommends student be allowed to leave with a movie. Most laptops do not come with DVD players now and the only DVD players available for use in the Library are in classrooms.*

Title of Item: _____

Author/Creator: _____

This item is:

_____ a personal copy

_____ library material with the following Call Number: _____

Number of copies to be place on reserve: _____

Loan Period (Choose one): _____ 1hr. not to leave, _____ 2hrs. not to leave, _____ 2hrs. may leave,
_____ 3hrs. not to leave, _____ 3hrs. may leave, _____ 24 hours(1 day), _____ 48 hours (2 days)

Date to remove from reserve: _____

Please allow one business day for items to be removed from reserves.

Special Instructions

Reserve Form

*Please allow **48 hours** (Monday-Friday) for items to be available on reserve.*

Course Information

Instructor Name: _____ Semester: _____

Course #: _____

Course Title: _____

Material Information

ITEM #2 Choose one: _____ Book _____ Article _____ DVD* _____ Other (_____)

**For DVDs, the Library recommends student be allowed to leave with a movie. Most laptops do not come with DVD players now and the only DVD players available for use in the Library are in classrooms.*

Title of Item: _____

Author/Creator: _____

This item is:

_____ a personal copy

_____ library material with the following Call Number: _____

Number of copies to be place on reserve: _____

Loan Period (Choose one): _____ 1hr. not to leave, _____ 2hrs. not to leave, _____ 2hrs. may leave,
_____ 3hrs. not to leave, _____ 3hrs. may leave, _____ 24 hours(1 day), _____ 48 hours (2 days)

Date to remove from reserve: _____

Please allow one business day for items to be removed from reserves.

Special Instructions