

## Request for Item to be placed on Reserve at Corette Library

**Processing time:** Allow two business days (Monday-Friday) to place a reserve and one business day to remove a reserve.

Course # and Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

### RESERVE ITEM INFORMATION

#### 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 there are only a few DVD players available for use in library classrooms (i.e. our regular computers such as in the computer labs or on the library floor do not have DVD players).*

Title of Item: \_\_\_\_\_

Author/Creator: \_\_\_\_\_

Is this item: \_\_\_\_\_ a personal copy \_\_\_\_\_ library material\*\*

**\*\*If owned by library please provide 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: \_\_\_\_\_

#### Special Instructions

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### RESERVE ITEM INFORMATION

#### Material Information

**Item 2** Choose one: \_\_\_\_\_ Book \_\_\_\_\_ Article \_\_\_\_\_ DVD\* \_\_\_\_\_ Other ( \_\_\_\_\_ )

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Title of Item: \_\_\_\_\_

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\_\_\_\_\_3hrs. not to leave, \_\_\_\_\_3hrs. may leave, \_\_\_\_\_24 hours(1 day), \_\_\_\_\_48 hours (2 days)

Date to remove from reserve: \_\_\_\_\_

#### Special Instructions