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: __________________________________________

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**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 placed 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:** _____________________________________________________________

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**Special Instructions**
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: _________________________________

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**RESERVE ITEM INFORMATION**

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**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 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: ________________________________

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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: _____________________________________________________

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**Special Instructions**