

Reserve Request Form
Please Allow 24 Hours Advance Notice

Date _____ Instructor _____

Course Title and Number _____

_____ Copies of materials being placed on reserve
 (number)

Type of materials: Book Video Photocopies
(select one) Other

Type of reserve: 2 hr/library 3 day
(select one) 24 hr 1 week

Length of reserve: Begin _____ End _____

Special instructions: _____

For Library Use Only

Call No. _____

Title _____

Order taken by _____