Request for Materials to be Placed on Reserve

- Please complete this form and give it with the materials to a reference librarian
- Please bring in all materials to the library at least 2 days prior to the reserve start date - note that due to discrepancies between volumes and editions we will not retrieve any materials

Date:______________________ Instructor: ______________________________________

Course Number: __________ Abbreviation: __________ Course Title: _________________________________

Dates for Materials to be on Reserve: From: ____________ To: _______________

If the materials are personal do you mind if we affix barcodes and pockets?  Yes:______ No: _____

Number of Books: _____________
Number of Articles:_____________
Number of DVDs/CDs: __________

Special Instructions:

Please choose one of the following options:

_____ : 2 Hour Reserve with Overnight - BOOKS ONLY
____ : 2 Hour Reserve with NO Overnight - BOOKS ONLY
_____ : 3 Day Reserve – DVDs ONLY

Thank You!