

Reserve Material Form

Policy for Reserve Items

- To avoid delay in processing, the reserve material form must be fully completed.
- Faculty must allow 48 hours for reserve materials to be processed and available for individual use.
- Items on reserve can include personal copies such as articles, books, DVD's or CD's in addition to library materials.
- You must retrieve items from our regular collections to be put on reserve.
- All personal copies will be returned to you on the take off date.

Instructor and Course

Date	
Name	
Extension #	
Department	
Course Name	
Course #	
E-Mail Address	
Take off Date	
Permanent Reserve ?	

Duration of Check out Check one option please

___ 2-hours	___ 24-hours	___ 3-Days
___ 4-hours	___ 48-hours	___ 7-Days

Reserve Item Information

Title	
Author	
Call number (Not for Personal Copies)	
# Of Copies	
Other	