

RESERVE REQUEST – BOOKS & AUDIOVISUAL

Date:	Phone #
Name:	Course #
Course Title:	

Please list items individually. Items will be removed from Reserve the last day of the semester unless otherwise indicated. The library cannot assume responsibility for damage or loss of personal copies by students.

Author:	# of copies:
Title:	Date to be removed from reserve:
Loan Period: <input type="checkbox"/> 2 Hour <input type="checkbox"/> 2 Hour/Overnight <input type="checkbox"/> 4 Hour <input type="checkbox"/> 4 Hour/Overnight <input type="checkbox"/> 1 Day Shelved in Main Stacks (except personal copies) <input type="checkbox"/> 3 Day <input type="checkbox"/> 7 Day	<input type="checkbox"/> Personal Copy <input type="checkbox"/> Library Copy Call #

Author:	# of copies:
Title:	Date to be removed from reserve:
Loan Period: <input type="checkbox"/> 2 Hour <input type="checkbox"/> 2 Hour/Overnight <input type="checkbox"/> 4 Hour <input type="checkbox"/> 4 Hour/Overnight <input type="checkbox"/> 1 Day Shelved in Main Stacks (except personal copies) <input type="checkbox"/> 3 Day <input type="checkbox"/> 7 Day	<input type="checkbox"/> Personal Copy <input type="checkbox"/> Library Copy Call #

Author:	# of copies:
Title:	Date to be removed from reserve:
Loan Period: <input type="checkbox"/> 2 Hour <input type="checkbox"/> 2 Hour/Overnight <input type="checkbox"/> 4 Hour <input type="checkbox"/> 4 Hour/Overnight <input type="checkbox"/> 1 Day Shelved in Main Stacks (except personal copies) <input type="checkbox"/> 3 Day <input type="checkbox"/> 7 Day	<input type="checkbox"/> Personal Copy <input type="checkbox"/> Library Copy Call #

Author:	# of copies:
Title:	Date to be removed from reserve:
Loan Period: <input type="checkbox"/> 2 Hour <input type="checkbox"/> 2 Hour/Overnight <input type="checkbox"/> 4 Hour <input type="checkbox"/> 4 Hour/Overnight <input type="checkbox"/> 1 Day Shelved in Main Stacks (except personal copies) <input type="checkbox"/> 3 Day <input type="checkbox"/> 7 Day	<input type="checkbox"/> Personal Copy <input type="checkbox"/> Library Copy Call #

Author:	# of copies:
Title:	Date to be removed from reserve:
Loan Period: <input type="checkbox"/> 2 Hour <input type="checkbox"/> 2 Hour/Overnight <input type="checkbox"/> 4 Hour <input type="checkbox"/> 4 Hour/Overnight <input type="checkbox"/> 1 Day Shelved in Main Stacks (except personal copies) <input type="checkbox"/> 3 Day <input type="checkbox"/> 7 Day	<input type="checkbox"/> Personal Copy <input type="checkbox"/> Library Copy Call #

Processed by: _____

Date: _____