

Reserve Request Form

Items may be reserved for 2 hours, 1 day or 7 days. Students are not permitted to remove any 2 hour reserve item from the library without the instructor's permission. Personal copies can be put on reserve. **Allow one week for material (books, DVDs, videos, photocopies or personal copies) to be put on Reserve.**

*Please print this form, fill it out and bring it to the Help Desk along with materials you want to place on Reserve.
 Please fill out separate forms for different courses.*

Instructor's Name:
 (please print)

Course Name:

Course Number:

Email Address:

Date:

Item(s) to be reserved:

Title:	Loan Period: 2 hour <input type="checkbox"/> 1 day <input type="checkbox"/> 7 days <input type="checkbox"/>	Reserve Dates: From: _____ To: _____
Author(s):		
Title:	Loan Period: 2 hour <input type="checkbox"/> 1 day <input type="checkbox"/> 7 days <input type="checkbox"/>	Reserve Dates: From: _____ To: _____
Author(s):		
Title:	Loan Period: 2 hour <input type="checkbox"/> 1 day <input type="checkbox"/> 7 days <input type="checkbox"/>	Reserve Dates: From: _____ To: _____
Author(s):		
Title:	Loan Period: 2 hour <input type="checkbox"/> 1 day <input type="checkbox"/> 7 days <input type="checkbox"/>	Reserve Dates: From: _____ To: _____
Author(s):		
Title:	Loan Period: 2 hour <input type="checkbox"/> 1 day <input type="checkbox"/> 7 days <input type="checkbox"/>	Reserve Dates: From: _____ To: _____
Author(s):		

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It is the instructor's responsibility to obtain permission from copyright owners when needed for any photocopies supplied.

Photocopies supplied were made in compliance with copyright laws:

 (Signature)

 (Date)

Your signature is necessary for the processing of photocopied materials.