

**Library Reserve Request Form**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Title: |  |
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| Course Number: | |  |  |  | | --- | --- | --- | |  | □ Personal item | □ Library-owned item | |
|  | |
| Format: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | □ Book | □ Copy | □ DVD | □ CD-ROM | □ VHS | Other | |
|  | |
| Loan period: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | □ 2 hours | □ 24 hours | □ 2 days | □ 3 days | □ 1 week | Other | |
|  | |
| Withdraw after: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | □ Spring | □ Fall | □ Sum I | □ Sum II |  | Other | |

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| Course Number: | |  |  |  | | --- | --- | --- | |  | □ Personal item | □ Library-owned item | |
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| Format: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | □ Book | □ Copy | □ DVD | □ CD-ROM | □ VHS | Other | |
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| Loan period: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | □ 2 hours | □ 24 hours | □ 2 days | □ 3 days | □ 1 week | Other | |
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| Withdraw after: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | □ Spring | □ Fall | □ Sum I | □ Sum II |  | Other | |

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| Withdraw after: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | □ Spring | □ Fall | □ Sum I | □ Sum II |  | Other | |

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Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated 10/30/08