

**Library Reserve Request Form**

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

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

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

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| Title: |  |
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|  |
| Course Number: |

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| --- | --- | --- |
|  | □ Personal item | □ Library-owned item |

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|  |
| Format: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ Book | □ Copy | □ DVD | □ CD-ROM | □ VHS | Other |

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|  |
| Loan period: |

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| --- | --- | --- | --- | --- | --- |
| □ 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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| □ Book | □ Copy | □ DVD | □ CD-ROM | □ VHS | Other |

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

Updated 10/30/08