

<i>Library Use Only</i>
Received By: _____
Date: _____
Time: _____

# All Information Must be Provided

SEMESTER \_\_\_\_\_ 20 \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COURSE No. \_\_\_\_\_ PO BOX \_\_\_\_\_ PHONE \_\_\_\_\_

INSTRUCTOR'S FULL NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

**PLEASE SELECT CHECKOUT PERIOD FOR RESERVE ITEMS:**

2 HRS Not to Leave the Library    3 HRS NTLL    1 DAY    3 DAYS    7 DAYS    14 DAYS

## Library Book/Personal Item Information

<b>1.</b>	Full Title, including subtitle:
Full Name of Author(s) or Editor(s):	
Library Call Number (if applicable):	
<b>2.</b>	Full Title, including subtitle:
Full Name of Author(s) or Editor(s):	
Library Call Number (if applicable):	
<b>3.</b>	Full Title, including subtitle:
Full Name of Author(s) or Editor(s):	
Library Call Number (if applicable):	
<b>4.</b>	Full Title, including subtitle:
Full Name of Author(s) or Editor(s):	
Library Call Number (if applicable):	

**NOTE: RESERVE REQUESTS ARE PROCESSED ON A FIRST COME/FIRST SERVE BASIS.**

**The Course Reserves manager must have at least 7-10 days to process your materials.  
Please note: processing time may be considerably longer the first four weeks of the semester.**