

# Place Items on Reserve

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

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

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

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

3 HRS Not to Leave the Library    1 DAY    3 DAYS    7 DAYS    14 DAYS    E-RESERVE

## Item Information

1.	Citation Information
Library Call Number (if applicable):	
2.	Citation Information
Library Call Number (if applicable):	
3.	Citation Information
Library Call Number (if applicable):	
4.	Citation Information
Library Call Number (if applicable):	

**RESERVE REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS.**

**Please allow 7-10 days to process your materials.**

**Please note, processing time may be considerably longer the first four weeks of the semester.**