

# All Information Must be Provided

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

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

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

**CHECKOUT PERIOD FOR RESERVE ITEMS:**

1 HOUR    2HOURS    2 HOURS, OVERNIGHT    3 HRS    1 DAY    3 DAYS    7 DAYS    14 DAYS    E-RESERVE

## Photocopies/E-Reserve Citation Information

*Items must be on 8 1/2 x 11 sized pages. Photocopy of the title page and verso to the title page of the book or the masthead of the journal must be submitted.*

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

The library must have at least 48 business hours (Monday-Friday) to process your materials.  
 Please note: processing time may be considerably longer the first four weeks of the semester.