

*Library Use Only*  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

# All Information Must be Provided

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

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

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

**CHECKOUT PERIOD FOR RESERVE ITEMS:**

1 HOUR    2 HOURS    2 HOURS, OVERNIGHT    3 HOURS    1 DAY    3 DAYS    7 DAYS    14 DAYS

## Library/Personal Book Information

<b>1.</b>	<b>Full Title, including subtitle:</b>
<b>Full Name of Author(s) or Editor(s):</b>	
<b>Library Call Number (if applicable):</b>	
<b>2.</b>	<b>Full Title, including subtitle:</b>
<b>Full Name of Author(s) or Editor(s):</b>	
<b>Library Call Number (if applicable):</b>	
<b>3.</b>	<b>Full Title, including subtitle:</b>
<b>Full Name of Author(s) or Editor(s):</b>	
<b>Library Call Number (if applicable):</b>	
<b>4.</b>	<b>Full Title, including subtitle:</b>
<b>Full Name of Author(s) or Editor(s):</b>	
<b>Library Call Number (if applicable):</b>	
<b>5.</b>	<b>Full Title, including subtitle:</b>
<b>Full Name of Author(s) or Editor(s):</b>	
<b>Library Call Number (if applicable):</b>	

**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.