Note: Please allow up to two business days for processing of all Reserve requests before sending students to retrieve these materials. All materials must be picked up from the Library at the end of the semester. We appreciate your cooperation.

INSTRUCTOR NAME: __________________________________________

INSTRUCTOR EMAIL: _________________________________________

COURSE NUMBER: __________________________________________

COURSE NAME: _____________________________________________

NAME / TYPE OF MATERIAL:
_________________________________________________________________________________
_________________________________________________________________________________

________________________________________

TYPE OF RESERVE (please check as appropriate):

___ LIBRARY USE ONLY – 2 HR USE (Course textbooks should be “Library Use Only” due to popular demand)

___ OVERNIGHT CHECKOUT

___ 7-DAY CHECKOUT

MATERIALS TO REMAIN ON RESERVE UNTIL:

___ END OF SEMESTER

___ THE FOLLOWING DATE: ________ (BEFORE SEMESTER’S END)

Please note any special instructions and clarify them with Access Services Manager Jayme Abbott.
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Updated 1/2018