Physical Course Reserve Request Form

Checkout Period ______________________ 2 hours    __________________________ 1 Day

Instructor ________________________________________________________ Date _________________

Phone # ___________ E-Mail Address ______________________________________________________________

Dept. & Course # ____________________ Section# __________________   # of Students ____________

Please allow THREE working days for processing. Instructors are responsible for selecting and delivering items
for Reserve and for following all existing Copyright Laws.

ALL ITEMS WILL BE REMOVED FROM RESERVES AT THE END OF EACH SEMESTER

Book Title

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

BRING ALL ITEMS AND THIS COMPLETED FORM TO THE RESERVE DESK
QUESTIONS – CALL 282-3225