

RESERVE REQUEST FORM

Please fill out all relevant information to expedite your reserve.

Professor's Name: _____

Course Name: _____

Course Number: _____ Example (ENG 10002)

Email address: _____

Semester: FALL SPRING INTERSESSION SUMMER I II III

Journal Article

Title of Article: _____

Author of Article: _____

Title of Journal: _____

Volume # _____ Issue# _____ Pages _____ Month/Date/Year _____

Book

Title of Book _____

Author of Book _____

Chapter # _____ Chapter Title _____

Pages _____ Edition _____

Type of Reserve

2-Hour, no overnight _____ 1 Day _____ 7 Day _____

2-Hour overnight* _____ 3 Day _____ 21 Day _____

*Item must be checked out within 2 hours before library closes

If faculty wish to place personal materials on reserve, the library is not liable for mutilation or theft (for non-returned items) of those items. The library will label and barcode personal materials. All current library users are eligible to check out reserve materials for the Type of Reserve stated above. In case of theft, the library will attempt to recover the non-returned item but is not responsible for providing an replacement.