



Library Reserve Request Form

Please fill out the request form as completely as possible

Instructors Name:

Course Department/#:

Please list each item seperately. Thank You!

1st Item:

Title:

Author:

Call # (where applicable):

Date:

Check the time frame desired for material:

Two Hours (does not leave library)

24 Hours

3 Days

Special Insrtuctions:

2nd Item:

Title:

Author:

Call # (where applicable):

Date:

Check the time frame desired for material:

Two Hours (does not leave library)

24 Hours

3 Days

Special Insrtuctions:

Instructors Signature:

NOTE: We try to obtain all requests for free. However, if there is a cost involved, we will contact you before ordering the item.