

RESERVE ITEMS

Please complete the bottom portion of this form with the complete course and instructor information requested. Then bring this along with the items you want placed on reserve to the Circulation desk. Thank you.

	CALL NUMBER	AUTHOR	TITLE
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____

INSTRUCTOR NAME: _____

CAMPUS PHONE: _____ DEPARTMENT: _____

COURSE NAME: _____

COURSE NUMBER: _____ E-MAIL ADDRESS: _____

DATE ON: _____ DATE OFF: _____

The library requires a minimum notification of 48 hours prior to an assignment to allow time for reserve materials to be prepared for use. Please wait until you are notified that the items are on reserve before making the assignment. Thank you.