



LRC/Library In-House Reserves

To reserve original copies of books, articles, exams, maps, etc. for student use, please print and complete this form. Bring it along with the items to the Circulation Desk. Allow 3 working days to process materials.

Instructor

Name: _____ Dept: _____
Last *First*

Email: _____ Phone: _____

Course Number: _____ Course Name: _____

Do you currently have other items on reserve? Yes No

Material

Title: _____

Author: _____ Edition/Year _____

Length of Checkout

- 1 hour Library Use Only
- 1 day
- 2 weeks
- Other:

Duration on Reserve

- Fall semester, 200_____
- Spring semester, 200_____
- Summer session, 200_____
- Other:

When the reserve placement is over:

Return my personal copy: yes no not applicable
 Consider it a permanent donation to the library: yes no not applicable
 Other:

Instructor's signature

Date