

Reserve Form

Date: _____ Time: _____

Instructor: _____ Ext: _____

Course Name/Number: _____

Author: _____

Title: _____

Item Number: _____

Material Source:

Stacks Reference Periodicals Media Personal
(Maximum of 3 copies per article)

Circulation Time

Closed _____ Material can not leave the Library

Overnight _____ Check out at 4:00PM return 9:00am next day

3 - Day _____

7 - Day _____

Date Reserve Materials is to be removed from reserve shelves _____

How do you want to release reserve material:

You will pickup: _____

Mail to you : _____ (articles only and only on campus.)

Return to Library department: _____

Discard: _____