# Course Reserve Request

**Library Owned Material**

**INSTRUCTOR:**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
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**DEPARTMENT:** ___________________________ **OFFICE LOCATION:** ________________

**PHONE NUMBER:** ________________________ **E-MAIL ADDRESS:** ______________________

**COURSE:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>NUMBER</th>
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**SEMESTER (CIRCLE ONE):**

- FALL
- SPRING
- SUMMER I
- SUMMER II

**LOAN PERIOD:**

- 2 HOURS
- 4 HOURS
- 1 DAY
- 3 DAYS
- 7 DAYS

**RUSH REQUEST:** *We will try to accommodate rush requests. It may not always be possible due to workflow. Please indicate below the date by which you need the material available to students.*

Rush Request Date: ______________________

**MULTIPLE ITEMS:** If you have multiple items for the same course, please feel free to use this bibliographic format on a separate sheet and submit it attached to this form.

**BIBLIOGRAPHIC INFORMATION:**

**AUTHOR:** ______________________________________________________________________________

**TITLE:**  ________________________________________________________________________________

**CALL NUMBER:** ____________________________________________________

**NUMBER OF COPIES PLACED ON RESERVE:** ____________

**DOES BOOK INCLUDE CD?** __________

**DOES CD REQUIRE SPECIAL SOFTWARE TO WORK ON LIBRARY COMPUTERS?**

___________________________________________________________________________________

*All forms & materials should be turned into the Reserve Desk at least 3 weeks prior to when it will be needed by students. Please do not turn in more than 30 items per class without speaking with the Reserve Desk supervisor.*

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**LIBRARY USE ONLY:**

Employee taking Request: __________________________  Date: ________________  Time: _____________

Date placed on reserve: _______________________________  Employee: _________________________________

Comments: ____________________________________________________________________________________