PRINT + MEDIA COURSE RESERVES REQUEST FORM

Instructor Name: ____________________________ Date: __________________

Email: ____________________________ Phone: ____________________________

Course ID Number: ________________ Course Name: ____________________________
(e.g., EN110) (e.g., Good Books)

Department: ____________________________

Material Type:

_____ Library Material

_____ Personal Material

_____ Binder / Folder

_____ Media

_____ Other (please specify.)

Title: ____________________________ Author: ____________________________

Dates Needed: ____________________________

Reserve Loan Period:

_____ 2 Hour In-Library Use

_____ 2 Hour Overnight (when item is checked out within 2 hours of library closing time.)

_____ 4 Hour (for Media items only.)

_____ 3 Day

_____ Other (please specify.)