



**NORTHERN MICHIGAN UNIVERSITY**  
LYDIA M. OLSON LIBRARY

**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.)