

## RESERVE MATERIALS COURSE LIST

**Instructions:** Fill out one form for *each course*. Please type or print legibly. *Incomplete or illegible forms will be returned to the instructor, and will delay processing of reserve materials.* Please do not e-mail form—paperwork and materials must be submitted in person at the Circulation Desk.

Materials and paperwork for items to be placed on reserve at the beginning of a semester should be submitted *no later than* two weeks prior to the beginning of the term. During the semester, forms and materials must be submitted at least 3 working days before the reading is assigned.

**Instructor's Name: Last:** \_\_\_\_\_ **First:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Dept. \_\_\_\_\_

**Course:** \_\_\_\_\_

**Keep on reserve until: \_\_\_\_\_ Note: if no date is entered, all items will be removed at the end of the semester.**

**Check-out period (Choose One):**

Library Use Only (2hour)

## 24-Hour

### 3-Day

## 7-Day

[illegible]