

**Arkansas State University
Dean B. Ellis Library**

Request for Materials to Be Placed on Reserve

Date: _____

Instructor: _____

Instructor ID#: _____

Instructor's Department: _____

Course Title: _____

Course Number: _____

Length of Time Material is to Remain on Reserve

From: _____

To: _____

Please list any special instructions here. (Should articles be grouped or placed in separate folders, special check-out is **only** 1 hour, 2 hour, and 24 hour, etc.)

Every attempt will be made to protect your material, but the Library is not responsible for and cannot replace materials that are lost, stolen, or damaged. Unless it is specified otherwise, the circulation period will be one hour with in-library use only.