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.