

RESERVE REQUEST FORM

Please allow a minimum of 24 hours during the week before your students need the materials for library staff to process your reserves. We cannot promise to process reserve items on the weekend.

Start date _____

End date _____

Name _____

_____/_____
Dept Course Number

Course Title

May we Theft strip your item:

(Circle one)

YES NO

Theft strip is not detectable in the item. However, it does deter unauthorized removal of item.

Loan period: (Circle one)

LIBRARY USE ONLY- two hours use only; cannot leave library.

OVERNIGHT USE- charged out one hour before close; due one hour after open.

ONE DAY- can be charged any time during the day; must be returned by closing one day later.

THREE DAY – can be charged any time during the day; must be returned by closing three days later.

SEVEN DAY – can be charged at any time during the day; must be returned by closing 7 days later.

_____ NUMBER OF ITEMS

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