

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 Section

Course Title

Loan period: (Circle one)

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

LIBRARY USE ONLY- four
hour use only; cannot leave library.

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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