

COURSE RESERVES FORM (Print)

Instructor:

Phone:

Course Number & Name:

Date Submitted:

Removal Date:

Return Information, Building Name:

Check Out Period (Select one)

TWO HOUR IN LIBRARY USE ONLY

24-HOUR USE

NOTE: PLEASE ALLOW THREE BUSINESS DAYS DURING THE BEGINNING OF THE SEMESTER FOR THE PROCESSING OF THE MATERIALS. AFTER THE FIRST TWO WEEKS OF THE SEMESTER, PLEASE ALLOW ONE BUSINESS DAY. THE PERSON PLACING THE ITEMS ON RESERVE IS RESPONSIBLE FOR THE DELIVERY OF THE MATERIALS TO THE CIRCULATION DESK OF THE ALVIN SHERMAN LIBRARY.

Items:

	Title	Material Type (Book, Journal Article, AV)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

TO BE COMPLETED BY LIBRARY STAFF:

Materials Entered Into Computer By (Initials and Date):

Materials Removed and Released To: