

LIBRARY COURSE RESERVES REQUEST FORM

Date:	
Instructor:	
Email:	
Telephone No. or Extension:	
Course Name:	Course No.:

<i>THIS PORTION FOR LIBRARY USE ONLY</i>	
Date submitted:	
Date completed:	
Semester:	

Please circle all that apply. Specify <i>other</i> circulating rule, <i>media</i> or <i>other</i> material type.				
Library Only:	One Hour	Two Hours	Three Hours	Four Hours
Circulating:	One Day	Two Days	Three Days	Four Days
	One Week	Two Weeks	Three Weeks	Semester
	Other _____			
Renewable:	Yes	No		
Ownership:	Library Owned	Personally Owned	Department Owned	
Type:	Book	Article	Folder	
	Media _____		Other _____	

<p style="text-align: center;"><i>Permission to affix a permanent barcode, security element and pocket to my items: I understand that not allowing the security element may limit library staff's ability to prevent unauthorized removal of item from the library.</i></p> <p style="text-align: center;">Allow _____ Do not allow _____</p> <p style="text-align: center;">Note: The library will not charge patrons for any lost or damaged material that belongs to a faculty member. The faculty member will be notified of the loss/damage.</p>
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I acknowledge I have read and understand the Copyright Notice.

Instructor's signature: _____

LIBRARY OWNED ITEMS

TITLE	AUTHOR	CHAPTER/PAGES	CALL# or BARCODE

FACULTY OR DEPARTMENT OWNED ITEMS

TITLE	AUTHOR	CHAPTER/PAGES	BARCODE

SPECIAL INSTRUCTIONS
