

Reserve Request: Books for Print Reserve

Please note that books placed on reserve will not be allowed to leave the Library building without permission of the instructor. Please allow **two weeks** from the time this form is submitted for items to be placed on reserve. The default loan period is two hours. Please use the "Loan Period" column if you want a different time frame.

Instructor(s) _____ Date Submitted _____

Course Name _____ Semester/Year _____

Course Number _____ Form Submitted By _____

Instructions _____

		Circulation Staff Use Only		
Full Bibliographic Citation (author, title, publication information)	Loan Period (2 hrs default)	Call #	Pulled By	On Order

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