



RESERVE MATERIALS REQUEST FORM

*****If you are new to the library, please register for your library card. Library staff can't create a reserve unless instructors are registered in the library circulation system.*****

Date: _____

Instructor's name: _____

Course name and number: _____

Check item type: Book DVD Photocopies CD VHS Other

Title: _____

Author(s): _____

Date to remove from reserve: _____

*All reserves are **library-use only** unless you specify differently in the notes below.*

Please check one:

- I want this material returned to me; it's my personal material.
- I want to donate this material to the library.
- Material belongs to the library.

Notes:

(Library staff-use only)

Date reserve created:

Item barcode: