



## Library Reserve Request Form

Instructor: \_\_\_\_\_ Sort Code: \_\_\_\_\_ Dept: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_ (e.g. ACC223B)

Course Title: \_\_\_\_\_  
(As listed in the *General Catalog*: e.g. Introduction to Quick Books)

Request Date: \_\_\_\_\_

Book  DVD  Video  Photocopy  Software  Other

Title: \_\_\_\_\_

Author (If Applicable): \_\_\_\_\_ No. of Copies: \_\_\_\_\_

Loan Period:  2-hr. Room Use  12 hrs.  24 hrs.  3 Day  7 Day

Personal Copy \_\_\_\_\_ Library Copy \_\_\_\_\_ Department Copy \_\_\_\_\_

Date to Remove Item from Reserve: \_\_\_\_\_

Book  DVD  Video  Photocopy  Software  Other

Title: \_\_\_\_\_

Author (If Applicable): \_\_\_\_\_ No. of Copies: \_\_\_\_\_

Loan Period:  2-hr. Room Use  12 hrs.  24 hrs.  3 Day  7 Day

Personal Copy \_\_\_\_\_ Library Copy \_\_\_\_\_ Department Copy \_\_\_\_\_

Date to Remove Item from Reserve: \_\_\_\_\_

**YOU MAY USE THE OTHER SIDE OF THIS FORM FOR MORE TITLES IF FOR SAME COURSE**

**Library Use Only:** Date Processed \_\_\_\_\_ Copyright Notice \_\_\_\_\_ Date \_\_\_\_\_