



Course Reserves Request Form

Please allow two working days for material to be processed.

Please only place items on reserve that will be used by students in the current semester.

Reserves will be removed at the end of the semester unless you inform the library otherwise.

Date: _____

Instructor Name (Title, First & Last): _____

Instructor Email: _____

Course Name & Number: _____

Checkout period (check one): () 2 hours () 24 hours

* 2-hour reserves cannot leave the Library.

If this is a photocopy, please ask a staff member for a Reserve Fair Use Worksheet, located at the Circulation Desk.

Library Use Only:

Date Entered in Sierra: _____

Processed By: _____