



**Tip:** You can make it easier for students to retrieve reserve items by listing the item's call number on your syllabi.

## Reserve Request

Reserve materials are supplementary resources and texts that instructors can loan/donate the library to make available to students. They are kept behind the Circulation Counter and students need to request them by the item's library call number.

**Please allow three days for processing reserves when adding items.**

RESERVE ITEM INFORMATION	
Instructor	
Course Name / Number	

RESERVE ITEM INFORMATION						
Title						
Year/Edition						
Length of Checkout	<input type="checkbox"/> 2 hour ( <i>library use only</i> ) <input type="checkbox"/> 2 hour ( <i>Can be taken out of library</i> )		<input type="checkbox"/> 1 day		<input type="checkbox"/> 3 days	<input type="checkbox"/> 1 week
<b>STAFF USE ONLY</b>	Date Processed		ISBN			
Bookstore Price	Call Number		Barcode			

**Permanently donate**

**Send to Instructor's mailbox**

**Retention Period with Year (select one):**

- End of Fall 20\_\_\_\_  
 End of Spring 20\_\_\_\_  
 End of Summer 20\_\_\_\_

**Comments:**