

RESERVE REQUEST FORM

Instructor _____
Email address _____
Department _____
Course # _____
Course name _____
Today's Date _____
Needed on reserve by: _____

**Please allow 48 hours for reserves to be processed.*

DESCRIPTION OF RESERVE ITEM, SOURCE OF MATERIAL & SPECIAL INSTRUCTIONS:

RESERVE TYPE:

REMOVAL DATE FOR PRINT RESERVES: (Not applicable for Moodle E-Reserves.*)**

You will receive a confirmation email when your items have been placed on reserve. For assistance please contact the Circulation Department at x7558.