

Hawaii Pacific University Libraries

Reserves Request Form — Books, Journals, and CDs

- Submit this form, along with any personal copies of books, to the Circulation services desk of the library where the materials will be housed.
- Library staff will retrieve books belonging to the University Libraries.
- Processing time is 2-3 working days (processing times may increase near the start of a semester). Requests are processed in the order received.
- The University Libraries are not responsible for damaged, lost, or stolen personal copies on reserve.
- Select a loan period for each item on reserve; available loan periods are: "LUO" (Library Use Only), "1D" (1 day overnight), "2D" (2 days), and "7D" (7 days).

Date: _____ Instructor name: _____ Campus address: _____ Phone: _____ Email: _____	Department: _____ Course number: _____ Course title: _____ Year: _____ Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Other _____
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ALL ITEMS WILL BE REMOVED FROM RESERVE AT THE END OF THE CURRENT SEMESTER unless another date is specified. Remove from reserve on: _____

Call Number "PC" for personal copies	Author	Title	# of copies	Loan Period (LUO, 1D, 2D, 7D)

Use back of form for additional titles.

Accepted by (Library staff initials): _____

