



Library Reserves Request Form

- Submit this form, along with any personal or departmental materials that will be housed at the library.
- Library staff will retrieve any materials belonging to the library.
- Processing time is 2-3 working days. Reserves are processed in the order received.
- Select a loan period for each item on reserve. Loan periods are: LUO (Library Use Only), 1D (one day), 2D (two days), 7D (seven days), or other.
- **The University Library is not responsible for damaged, lost, or stolen reserve materials.**

Date: _____	Department: _____
Instructor Name: _____	Course Number(s): _____
Campus Address: _____	Course Title(s): _____
Phone#: _____	Year: _____
Email: _____	Semester: _____

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, Barcode, "PC" for personal copy	Title, Object, Device	# of Copies	Loan Period (LUO, 1D, 2D, 7D, Other)

Use the back of the form for additional titles.

Accepted by (Library staff initials): _____

