Reserve Form

Faculty Request Form for Library Reserve Material

Use this form when you need items to be put on reserve for student use within the library or short-term use at home.

Faculty name _____ Phone _____ Date _____

Title & Author	**Type of Reserve** (2 Hr, 24 Hr, 2 Day, 1 Week)	**Date item is to be taken off reserve status.** (Note: If the item will be put back on reserve the next time you teach the class mark as **CONTINUOUS**)	**Name of Class & Class number**