

# Reserve List Form

**Call Numbers** must be provided by the faculty member or teaching assistant.

**Lists and material** must be submitted **two** working days **before** the class assignment is given.

Unless prior arrangements are made, material is removed from Reserve at the end of each semester after the last final for the course has been given.

Instructor's Name

Teaching Assistant

Department

Course Name

Course Number

Phone Number

E-Mail Address

Date reserved

## ***How To Instructions:***

*Fill in the form fields as appropriate. You many then print the form and bring it to the Library with your materials. **Form users with Adobe Reader** may be unable to save a filled copy of the form, so you may want to print out an extra copy for yourself.*

Type of reserve     2 hours     3 hours     24 hours     3 days     7 days

<b>Item #1</b>	Material Type <input type="text"/>	Title <input type="text"/>	Call Number <input type="text"/>
	No. Copies <input type="text"/>	Author <input type="text"/>	
<b>Item #2</b>	Material Type <input type="text"/>	Title <input type="text"/>	Call Number <input type="text"/>
	No. Copies <input type="text"/>	Author <input type="text"/>	
<b>Item #3</b>	Material Type <input type="text"/>	Title <input type="text"/>	Call Number <input type="text"/>
	No. Copies <input type="text"/>	Author <input type="text"/>	
<b>Item #4</b>	Material Type <input type="text"/>	Title <input type="text"/>	Call Number <input type="text"/>
	No. Copies <input type="text"/>	Author <input type="text"/>	
<b>Item #5</b>	Material Type <input type="text"/>	Title <input type="text"/>	Call Number <input type="text"/>
	No. Copies <input type="text"/>	Author <input type="text"/>	