

Reserve List Submission Form

Faculty Information

Name: _____
 Department: _____ Campus Phone Extension: _____
 Email Address: _____

Course Information

Course Name: _____
 Course Number: _____

Semester on Reserve

Fall _____ Spring _____ Summer I _____ Summer II _____ Year 20_____

* Please Do Not Assign Readings until you have been notified that they have been placed on Reserve

<i>Type</i> (check one)			<i>Author</i>	<i>Title</i> As given to the students on syllabus	<i>Loan Period</i> (check one)			<i>Copies</i> 1, 2, or 3
Book	Photo	Media			2 hour	24 hour	72 hour	

Library Use Only: On Reserve as of ____/____/____ E-mailed faculty: ____/____/____