

RESERVE LIST – BOOKS

COURSE _____ INSTRUCTOR _____ ESTIMATED NO. OF STUDENTS _____ SEM. TO GO ON RESERVE _____
DEPT./COURSE NO. FULL NAME FA/SP/SU YEAR

E-MAIL ADDRESS _____ CAMPUS PHONE NUMBER _____

CIRCULATION TIME

- 3 hours (NO RENEWALS)
- 24 hours (1 online renewal)
- 72 hours (1 online renewal)

TYPE OF LIST (Circle one)

Do you have books on reserve for this course already?

Y / N

Please limit material to *high use items*.

Reserve items incur *high fines* (\$1/hr).
Material is removed at end of semester.

LEAVE BLANK	TO BE COMPLETED BY INSTRUCTOR				LEAVE BLANK
Status	Call Number	Author	Title	Copies	