PLEASE FURNISH THE FOLLOWING INFORMATION WHEN PLACING ITEMS ON RESERVE:

Professor_____
Class Name_____
_____
Course number_____
Specific date assigned for_____ _____

Time Limit:
  ___ 2-hour ___ 2-hour in-house
  ___ 1-day   ___ 3-day

Please check type of material below:
  ___ Photocopy ___ Book ___ AV
  ___ Cataloged library material

(IF ITEM IS CATALOGED LIBRARY MATERIAL, THE FOLLOWING INFORMATION NOT REQUIRED)

By what author, title, etc., will students be requesting material? _____
_____
_____
(Reserves will be processed as quickly as possible in the order in which they are received; however, please allow two (2) weeks for processing)

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