**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)