

# Media Reserve Request Form

Processing a course reserve can anywhere from 24-48 hours to process, provided the Library does not need to purchase recall or catalog the material. Please submit your requests as early as possible.

## Instructor / Class Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

After what date is this no longer needed? \_\_\_\_\_

## Item Information

Is this item in the library's catalog? Yes \_\_\_\_ No \_\_\_\_

If yes, what is the call number? \_\_\_\_\_

Production Company/Director: \_\_\_\_\_

Title: \_\_\_\_\_

Edition: \_\_\_\_\_ Only this edition: Yes \_\_\_\_ No, another is acceptable \_\_\_\_

Year: \_\_\_\_\_

Is this a personal copy? Yes \_\_\_\_ No \_\_\_\_

Is this a gift to the library? Yes \_\_\_\_ No \_\_\_\_

Additional Comments or information: \_\_\_\_\_