Book Reserve Request Form

Reserve requests can take anywhere from 24-48 hours to process, provided the Library does not need to purchase, recall or catalog the materials.

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? ________________________________

Author: __________________________________________________________

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: ________________________________________________