

DATE:

TIME:

# RESERVE REQUEST FORM – ARTICLES

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

Course: \_\_\_\_\_ Section: \_\_\_\_\_ # of Students: \_\_\_\_\_

Semester: \_\_\_\_\_ Last Date Material Needed: \_\_\_\_\_

2 Hour Library Use Only: \_\_\_\_\_ 2 Hour Overnight: \_\_\_\_\_ (Items may be checked out 2 hours before closing and are due 1 hour after opening the next day)

Multiple Day Reserve: \_\_\_\_\_ # of Days: \_\_\_\_\_

AUTHOR	TITLE	PUBLICATION	VOL.	ISSUE	PAGES	Have the items been on reserve before?
						y/n
						y/n
						y/n
						y/n
						y/n
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						y/n
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						y/n
						y/n
						y/n
						y/n
						y/n

**OFFICE USE ONLY**

NOTE:

DATE ON: \_\_\_\_\_

INITIALS: \_\_\_\_\_

DATE REMOVED: \_\_\_\_\_

INITIALS: \_\_\_\_\_