**RESERVE REQUEST FORM**

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| INSTRUCTOR: | DEPARTMENT: | | | TELEPHONE: |
| E-MAIL: | | COURSE & SECTION: | | |
| SEMESTER: SPRING\_\_\_\_ SUMMER \_\_\_\_\_ FALL\_\_\_\_\_\_ | | | DATE SUBMITTED: | |

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| **1ST ITEM** | TITLE: | ITEM TYPE | LOAN PERIOD | STAFF ONLY | |
| LIBRARY OWNED  PERSONAL COPY  OTHER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 HOURS  4 HOURS  2 DAYS | **REQUEST PROCESSED**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_** | **Date picked up:\_\_\_\_\_\_\_\_**  **By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| AUTHOR: |
| CALL NUMBER: |
| ADDITIONAL INFORMATION: |

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| **2ND ITEM** | TITLE: | ITEM TYPE | LOAN PERIOD | STAFF ONLY | |
| LIBRARY OWNED  PERSONAL COPY  OTHER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 HOURS  4 HOURS  2 DAYS | **REQUEST PROCESSED**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_** | **Date picked up:\_\_\_\_\_\_\_\_**  **By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| AUTHOR: |
| CALL NUMBER: |
| ADDITIONAL INFORMATION: |

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| **3RD ITEM** | TITLE: | ITEM TYPE | LOAN PERIOD | STAFF ONLY | |
| LIBRARY OWNED  PERSONAL COPY  OTHER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 HOURS  4 HOURS  2 DAYS | **REQUEST PROCESSED**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_** | **Date picked up:\_\_\_\_\_\_\_\_**  **By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| AUTHOR: |
| CALL NUMBER: |
| ADDITIONAL INFORMATION: |

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| **4TH ITEM** | TITLE: | ITEM TYPE | LOAN PERIOD | STAFF ONLY | |
| LIBRARY OWNED  PERSONAL COPY  OTHER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 HOURS  4 HOURS  2 DAYS | **REQUEST PROCESSED**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_** | **Date picked up:\_\_\_\_\_\_\_\_**  **By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| AUTHOR: |
| CALL NUMBER: |
| ADDITIONAL INFORMATION: |

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| **5TH ITEM** | TITLE: | ITEM TYPE | LOAN PERIOD | STAFF ONLY | |
| LIBRARY OWNED  PERSONAL COPY  OTHER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 HOURS  4 HOURS  2 DAYS | **REQUEST PROCESSED**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_** | **Date picked up:\_\_\_\_\_\_\_\_**  **By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| AUTHOR: |
| CALL NUMBER: |
| ADDITIONAL INFORMATION: |

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| **6TH ITEM** | TITLE: | ITEM TYPE | LOAN PERIOD | STAFF ONLY | |
| LIBRARY OWNED  PERSONAL COPY  OTHER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 HOURS  4 HOURS  2 DAYS | **REQUEST PROCESSED**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_** | **Date picked up:\_\_\_\_\_\_\_\_**  **By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| AUTHOR: |
| CALL NUMBER: |
| ADDITIONAL INFORMATION: |

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| **7TH ITEM** | TITLE: | ITEM TYPE | LOAN PERIOD | STAFF ONLY | |
| LIBRARY OWNED  PERSONAL COPY  OTHER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 HOURS  4 HOURS  2 DAYS | **REQUEST PROCESSED**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_** | **Date picked up:\_\_\_\_\_\_\_\_**  **By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| AUTHOR: |
| CALL NUMBER: |
| ADDITIONAL INFORMATION: |

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| **MULTIPLE INSTRUCTORS** | |  | **MULTIPLE INSTRUCTORS** | |
| Name | Section(s) |  | Name | Section(s) |
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