**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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