

DATE: \_\_\_\_\_ Time: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_  
(Staff Name)

----- ↑ Staff Use Only ↑ -----

### RESERVES REQUEST FORM

**SPR/SUM (20)** \_\_\_\_\_

Class No.: \_\_\_\_\_  
(i.e. BUS 250)

Class Size: \_\_\_\_\_

**Final Exam:** \_\_\_\_\_

Instructor:  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Note: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Please check (✓) appropriate box •

#### Loan Period:

- Library Use Only -- 2 hour
- Overnight – *due the next day @ noon*
- 3 Day
- 7 Day
- 2 Weeks (14 Day)

#### When the Class/Semester ends:

- Return/Mail to Prof. at end of semester

• Department: \_\_\_\_\_

- Will pick up at the end of semester
- Recycle at the end of semester