

DATE: _____ Time: _____

RECEIVED BY: _____
(Staff Name)

----- ↑ Staff Use Only ↑ -----

RESERVES REQUEST FORM

WINTER (10) _____

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