Course Reserves Placement Form

Directions:
1. Print and complete this form.
2. Bring form and materials to Mabee Library ATTENTION: Andrea Leon

Instructor: ________________________________________________________
Instructor’s phone #: _______________________________________________
Instructor’s e-mail: _________________________________________________
Course Number: ________________ Course Section(s):___________________
Course Name: ____________________________________________________
Number of students in section(s): _________________

LOAN PERIOD (hard copy reserves only):
☐ Closed Reserve ☐ 2-Day Reserve ☐ 7-Day Reserve

SEMESTER(S) NEEDED: ☐ Fall ☐ Spring ☐ Summer

Allow 2 working days for processing.