

Course Reserves Placement Form

Directions:

1. Print and complete this form.
2. Bring form and materials to the University 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.