

# 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.**