RESERVE REQUEST FORM

Please allow a **minimum of 24 hours** during the week before your students need the materials for library staff to process your reserves. We cannot promise to process reserve items on the weekend.

Start date___________________

End date____________________

Name_______________________

/__________________________

Dept        Course Number

Course Title

May we **Theft strip** your item?:
(Circle one)

YES            NO

Theft strip is not detectable in the item. However, it does deter unauthorized removal of item.

Loan period: (Circle one)

LIBRARY USE ONLY- two hours use only; cannot leave library.

OVERNIGHT USE- charged out one hour before close; due one hour after open.

ONE DAY- can be charged any time during the day; must be returned by closing one day later.

THREE DAY – can be charged any time during the day; must be returned by closing three days later.

SEVEN DAY – can be charged at any time during the day; must be returned by closing 7 days later.

_____ NUMBER OF ITEMS