

COURSE RESERVE REQUEST

DATE RECEIVED: ___/___/___ for SEMESTER/YEAR ___/___

Please bring in your Reserves Materials at least ***ONE WEEK PRIOR** to **INFORMING STUDENTS** they will be available. **Processing time may be even longer for items brought in after semester begins!*

Course TITLE _____ Course # _____

Instructor _____ Phone(s) _____ Email _____

All items on reserve will be 3 HOUR CHECKOUTS

- **AND MAY BE KEPT *OVERNIGHT IF CHECKED OUT within 3 HOURS OF CLOSING and RETURNED within ONE HOUR OF OPENING the next day.**

**Example: Checked out after 7pm Thursday, & library is open until 10pm, may keep until 9am Friday (library opens at 8am).*

<u>COMPLETE TITLE /</u> <u>& AUTHOR(S)</u>	Item Type / & Edition #	<u>OWNER:</u> UAS Library, Instructor, Dept / & Barcode

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