Course Reserve Request Form

One Form per Item Title – Please Print – Legibly

Date Request Made: _____

Contact Information

Requesting Instructor: _____ Dept: _____ Sort Code: _____

Phone #: _____ Email: _____

For Course:

Course Name & Number (e.g., ACC223b): _____

Course Title (as listed in general catalog): _____

Course Section Number(s) [if for all sections – write All Sections]: _____

Item to be placed on Reserve:

Material Format, check one: ***Book:*** _____ ***DVD:*** _____ ***Model:*** _____

Loan/checkout Period, check one: ***2-hr In Library Use Only:*** _____ or ***7-day:*** _____

Material Owned By, check one: ***Library:*** _____ ***Donation to Library*****:** _____ ***Instructor:*** _____ ***Dept:*** _____

Remove Material from Reserve After, check one: ***Current Semester:*** _____ ***1- Academic Year:*** _____

1- Calendar Year: _____ ***Other (give date):*** _____

> ➤ **Please note:** Materials cannot be returned to you in the same condition in which you loan them to the library. Due to use of this material by students there will be wear and tear and the library will add labels to this item, which will not be removed upon return.

Item Title: _____

Author/Editor (if applicable): _____ Edition/Copyright Date: _____

Replacement cost/value of item: $_____ Number of Copies placing on Reserve: _____

To be placed on reserve at (which campus/campuses): Charleston: _____ Henderson: _____ North Las Vegas: _____

Library Use Only:

Date Request/Material(s) Received: _____ Received by: _____

Date Processed: _____ Processed by: _____

Date Material(s) Removed from Reserve and Returned to Owner: _____ Removed by: _____