RESERVE REQUEST FORM

Please submit requests to have material put on reserve TWO WEEKS before the beginning of a quarter (not counting vacation time) or at least 48 HOURS (not counting Friday noon through Sunday) before making an assignment from it. The material will not be available to students until it has been placed on reserve in the computer, which will occur within 48 weekday hours of it's arrival at the library.

Professor: _____ Class Title: _____

Course Prefix and Number: _____ Quarter: _____ Year: _____

This material is: ☐ Required Reading ☐ Supplementary or Extra Credit

Date first assignment from this is due: _____

Checkout Period: ____1, 2, or 4 Hours ____1 Day ____3 Days

This is: ☐ my personal copy ☐ the Department copy ☐ PUC library copy

Remove it from reserve at the end of: ☐ Autumn ☐ Winter ☐ Spring ☐ Summer
☐ Other:_____

(**Items will be removed from reserve and must be picked up at the time specified!)**

CALL #	AUTHOR	TITLE

For Library Use Only: Date available to students:_____

Date rec'd:_____ Time rec'd:_____ Date removed from reserve:_____

09/12/16