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