Books to be put on Reserve for_____, _____, _____. **Instructor:**_____
(Course #) **(Course Title)** **(Term)**

☐ 2 Hr. Open Reserve (may be taken out overnight)
☐ 2 Hr. Closed Reserve (may not be taken out)
☐ 3 day Reserve
☐ 1 week Reserve

Please use this form to submit Reserve lists, giving as much information as possible. You will be notified of any titles not available. PLEASE ALLOW 24 HOURS for locating and processing materials. More time may be necessary at the beginning of a term, so please send lists in advance if possible.

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