

# Reserve Request Form

---

To put items on reserve, fill out this form, then print (or print the form and fill it in with pen); bring the completed form and the materials to the Circulation Desk.

Date: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Please list the exact title of items being placed on reserve, using the same title that is on the syllabus. Also indicate whether the item is your personal copy or the library's **and** your preferred checkout term. If the item is DeWitt's, please locate the item and bring it to the Access Services Coordinator's office.

Title of Item	Owner		Checkout Term		
	Personal	Library	3 hours	1 day	3 days
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

## NOTES:

- The reserve items are listed under the department in the reserve binders at the circulation desk. However, on the Reserve Shelves, the items are located according to the **title** of the book or article. *Be sure your students know the **title of the book or article** to ask for when they come to the circulation desk.*
- Please remember to bring reserve items to DeWitt Library at least **24 hours before** the students need the materials.
- All materials will be removed from Reserves at the end of each semester.