

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 arranged by professor's name.
- 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.