Library & Media Services

Empowering students to learn...

COURSE

RESERVE REQUEST FORM

Separate Sheet for each Course

Instructor: _____ Today's Date: _____

Phone: _____ Barcode: _____ Enrolment: _____

Duration of Reserve:

Fall: Yes ☐ No ☐ Course: _____

Winter: Yes ☐ No ☐ Course: _____

Spring: Yes ☐ No ☐ Course: _____

Duration of Loan

(NR – Normal Reserve) Items are loaned for 2 hrs or overnight.

2 Hours (NR) ☐ 1 Day ☐ 1 Week ☐

In-house use only: Yes: ☐ No: ☐

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I have determined that any photocopied material submitted for Reserve complies with ACCESS COPYRIGHT requirements.

Signature _____

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