

# COURSE RESERVE

Semester \_\_\_\_\_

Professor \_\_\_\_\_

Course Title \_\_\_\_\_

Email \_\_\_\_\_

Course Number \_\_\_\_\_

Phone \_\_\_\_\_

Section Number \_\_\_\_\_

Dept/Code \_\_\_\_\_

Number of Students \_\_\_\_\_

REQUEST DATE \_\_\_\_\_

Processing time may take up to 5 working days

Article Book Other	Title/Author of Item	Loan Period

Receive Date \_\_\_\_\_

Time \_\_\_\_\_

Accepted by \_\_\_\_\_

**Note:**

At the end of every semester, faculty members must come and reclaim all their personal items that have been placed on reserve in the library. If these items are not reclaimed, the library will mail them back to faculty members via inter-campus mail. The library cannot be responsible for the personal items left in the reserve department for more than one month after a course has ended.