Book & A/V Reserves Request  

Today’s Date_____________

Instructor Name_________________________________ Phone #____________________

Faculty ID Barcode #_________________________________________________________

Course Number (Not Title) ______________________  # of Items w/ Request ______

Semester Needed_____________ Date Needed__________________

For Office Use Only

Copyright/Fair Use Compliance? Yes  No  Entry Date__________________

Notice: Beginning Fall 2005, all Reserve items will be removed at the end of each semester.
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