

# REQUEST TO PLACE ITEMS ON COURSE RESERVE

Please use one request form for each title

Date of Request \_\_\_ / \_\_\_ / \_\_\_ \*\*Allow 2 working days for material to be processed.

Instructor \_\_\_\_\_ Course Number(s) \_\_\_\_\_

Instructor's Office Address \_\_\_\_\_

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## Item Owned by BSU Library

Call Number \_\_\_\_\_

Title \_\_\_\_\_

Number of Copies \_\_\_\_\_ (if more than one is available)

### Loan Period

3 Hour - in library use only       3 Hour – may leave library

1 Day                       3 Day                       7 Day

Semesters to be placed on Reserve: *Check all that apply*

Fall 20\_\_\_     Spring 20\_\_\_     Summer 20\_\_\_     until \_\_\_ / \_\_\_ / \_\_\_

## Uncataloged Personal Items

Book     File     Video

Exact Title \_\_\_\_\_

Author \_\_\_\_\_

number of copies \_\_\_\_\_ estimated value per copy \$ \_\_\_\_\_

### Loan Period

3 Hour - in library use only       3 Hour – may leave library

1 Day                       3 Day                       7 Day

Semesters to be placed on Reserve: *Check all that apply*

Fall 20\_\_\_     Spring 20\_\_\_     Summer 20\_\_\_     until \_\_\_ / \_\_\_ / \_\_\_

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## Library Use Only

Reserve ID \_\_\_-- \_\_\_ / \_\_\_ / \_\_\_ - \_\_\_ / \_\_\_ / \_\_\_

Expiration Date \_\_\_ / \_\_\_ / \_\_\_