

Book Reserve Request Form

Faculty may use this form to place books on course reserve. Please use the comments section to note if John W. Anderson does not own the title. In addition to the copy of this form that is displayed on your screen after sending, you will receive a personal **email confirmation** from a Public Services staff member to verify receipt of your request.

Instructor's Name:

Phone Number:

Email Address:

Building:

Department:

Course Title:

Course Number:

Reserve Begin Date:

Reserve End Date:

Will this course be repeated each year?

N/A No Yes

Loan Period: 2 Hours (Library use only) 1 Day 2 Days 3 Days 4 Days 1 Week

Personal Copy:

N/A No Yes

Book Reserve Information:

Author(s):

Title:

Date or Edition:

Publisher:

Call Number:

Comments/Special Instructions:

***All materials are removed at the end of the semester unless you specify otherwise**