PLEASE FILL OUT COMPLETELY – Items placed on reserves **MUST** remain on reserve for the length of the course duration (i.e. 4 weeks, 8 weeks, 16 weeks, etc.) Please allow at least 24 hours for preparation. All materials on reserve will be tagged and labeled for security reasons. **We are not responsible for lost or damaged items.** Thank you.

Instructor: ________________________________  Date: ________________________________

Phone No.: ________________________________  **Department Dean:** ________________________________

Course (e.g. Biology 100): ________________________________  Date reserve begins: ________________________________

**Check ONE for Loan Length:**

___ 2 – hour checkout (Library Use Only- LUO)
___ 1-day checkout
___ 2-day checkout
___ 1-week checkout
___ 3-hour checkout (Media materials – Library Use Only)

**Check ONE - At the end of the reserve date:**

___ Recycle materials
___ Return items to the Faculty’s Division Office

Please print this form and bring it **with** your materials to Public Services Desk, LRC 2nd Floor.