

**MATERIALS TO BE PLACED ON HARD COPY RESERVE**

**Instructor:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**ID #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Course:** \_\_\_\_\_  
(Abbreviation and #)

**Semester:** \_\_\_\_\_

**Please Check One: Library Use ONLY (2 Hours):** \_\_\_

**Overnight:** \_\_\_

**2 Day Check Out:** \_\_\_

**1 Week Check Out:** \_\_\_

**TITLE:**

**CALL #:**  
(Library Copy Only)

**Special Notes:**

**Worker's Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_