

# ALVIN SHERMAN LIBRARY, RESEARCH, AND INFORMATION TECHNOLOGY CENTER

## RESERVE MATERIALS

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

**Phone:** \_\_\_\_\_ (H) \_\_\_\_\_

**Course Number & Name:** \_\_\_\_\_

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

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

**Return Information, Building Name:** \_\_\_\_\_

**Check Out Period (Select one)**

\_\_\_\_\_ TWO HOUR IN LIBRARY USE ONLY

\_\_\_\_\_ TWO HOUR AND OVERNIGHT USE

\_\_\_\_\_ 24-HOUR USE

**NOTE:** PLEASE ALLOW THREE BUSINESS DAYS DURING THE BEGINNING OF THE SEMESTER FOR THE PROCESSING OF THE MATERIALS. AFTER THE FIRST TWO WEEKS OF THE SEMESTER, PLEASE ALLOW ONE BUSINESS DAY. PERSON PLACING THE ITEMS ON RESERVE IS RESPONSIBLE FOR THE DELIVERY OF THE MATERIALS TO THE CIRCULATION OF THE ALVIN SHERMAN LIBRARY.

**BOOKS:**

1.	
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12.	
13.	
14.	

**\*\* For JOURNAL ARTICLES, VIDEOTAPES & CDs, please see other side \*\***



**JOURNAL ARTICLES:**

1.	
2.	
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6.	
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**VIDEOTAPES & CDs:**

1.	
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**SPECIAL INSTRUCTIONS:**

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**FOR LIBRARY USE ONLY:**

**PREPARATION COMPLETED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**ENTERED INTO COMPUTER:** \_\_\_\_\_  
**MATERIALS REMOVED:** \_\_\_\_\_  
**MATERIALS RELEASED TO:** \_\_\_\_\_