**Print and Media Course Reserves Request Form**

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| --- | --- | --- | --- |
| Instructor(s) Name and Department | Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Course Name and Number | Semester  \_\_\_Fall \_\_\_Spring \_\_\_Summer |

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| --- | --- | --- | --- | --- |
| Loan Period | Call Number  (library owned materials) | Author  (Director/Composer) | Title  (include other important citation information) | Status  (Office Use) |
| \_\_\_ 2 hours  \_\_\_ 6 hours (media only)  \_\_\_ 3 days \_\_\_ 7 days |  |  |  |  |
| \_\_\_ 2 hours  \_\_\_ 6 hours (media only)  \_\_\_ 3 days \_\_\_ 7 days |  |  |  |  |
| \_\_\_ 2 hours  \_\_\_ 6 hours (media only)  \_\_\_ 3 days \_\_\_ 7 days |  |  |  |  |
| \_\_\_ 2 hours  \_\_\_ 6 hours (media only)  \_\_\_ 3 days \_\_\_ 7 days |  |  |  |  |
| \_\_\_ 2 hours  \_\_\_ 6 hours (media only)  \_\_\_ 3 days \_\_\_ 7 days |  |  |  |  |
| \_\_\_ 2 hours  \_\_\_ 6 hours (media only)  \_\_\_ 3 days \_\_\_ 7 days |  |  |  |  |
| \_\_\_ 2 hours  \_\_\_ 6 hours (media only)  \_\_\_ 3 days \_\_\_ 7 days |  |  |  |  |

Office Use Only: Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Posted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_