

RESERVE SHEET

Use this sheet for items for physical reserve:

- library-owned books
- personal books
- course packs
- CDs
- videotapes

Please fill out the following information for items you wish to place on reserve for *each* course. Attach this sheet securely to the items. Drop items at the Textiles Library for Lisa D'Costa.

Today's Date _____

Instructor's Name _____

Course Number _____

Latest Date Needed _____ (Please allow up to 3 working days)

Library Books You Need Us To Place On Reserve

Title	Author	Edition
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Title	Author	Edition
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Title	Author	Edition
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Title	Author	Edition
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Title	Author	Edition
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Title	Author	Edition
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*Please keep in mind that reserves are not processed on the weekends, in the evenings, or during holidays.