

Barber Library Course Reserves Form Academic Year 2023-2024

Instructor's Name	
Date Submitted	
Email Address/Phone	
Course Number	
Course Title	
Personal/Dept/Library Copy	

Select Term(s): **Fall** **Winter** **Spring** **Summer** **End Date**

Checkout Time: **3 Hours** **1 Day** **2 Days** **1 Week** **Whole Term**

Print or AV Reserve	Date Available for Checkout	Author(s)	Title (on your syllabus)	ISBN#

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- **Please allow up to 1 week for reserve materials to be processed.**
- The Library affixes a removable label & barcode to copies of materials submitted.
- The Library is not responsible for replacing damaged, stolen, or lost personal or departmental copies of items placed on Reserve.
- **All items will be pulled at the end of the period specified on this form** unless the instructor specifies otherwise. Personal & departmentally-owned materials will be returned via campus mail.

I agree to all the above terms and conditions: Signature & Date: _____