Cosgrove Library - Course Reserve Form

Please fill out a separate form for each reserve item. Bring your item(s) and form(s) to the Circulation Desk.

Course Information

Course Name and Number: ____________________________________________________________
Section(s): ___________________________ Department: ________________________________
Instructor: _____________________________________________________________
Phone: _______________________________ E-mail: _________________________________

Description of Item

**To select your option, double click the desired check box and change the default value to “Checked”.**

- Book ☐
- Photocopy ☐
- Sound Recording ☐
- Video/DVD ☐

Author(s): _______________________________________________________
Title: _____________________________________________________________
Edition: ___________________________________________________________
Publication Year: ___________________________________________________

Reserve Category

Loan period: In-Library uses only (2 hours) ☐ Other: ____
- Is this item your personal property? Yes ☐ No ☐
- If personal property, do you want item returned to you? Yes ☐ No ☐
- Is this item a donation to the library? Yes ☐ No ☐
- Is this item on permanent reserve status? Yes ☐ No ☐
- When does this item’s reserve status expire? Date: ______

Note: Please allow time for processing. While we make every effort to add reserve materials to the Course Reserves promptly, there may be 5-10 day lag from the date we receive your request.

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For Staff Use ONLY

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<th>Date Received:</th>
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<td>Date Processed:</td>
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