

Cosgrove Library - Course Reserve Form

Please fill out a separate form for <u>each</u> 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 **To select ye	of Item our option, double click the desired check box and change the defa	ult value to "Checked".**	
Bool		Video/DVD	
Author(s):			
Title:			
Edition:			
Publication Year:			
Reserve Category			
Loar	n period: In-Library uses only (2 hours)	Other:	
♦ 1♦ s	s this item your personal property? f personal property, do you want item returned to you? s this item a donation to the library? s this item on permanent reserve status?	Yes No Yes No Yes No Yes No Yes No	
* V	When does this item's reserve status expire?	Date:	

<u>Note</u>: 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.

For Staff Use ONLY		
Date Received:	Initials:	
Date Processed:	Initials:	
Date Removed:	Initials:	
Date Returned:	Initials:	
