Reserve Request Form

For Office Use:

Date/Time: _____

Initials:_____

Limit of 25 items per class at a time. See PML Reserve Policy for complete copyright guidelines:
http://library.truman.edu/procedures/reserve.asp

Instructor:_____
Last, First

Instructor's phone # _____

Discipline abbrev. (e.g. HIST): _____

Course number (e.g. 105): _____

Course name: _____

SEMESTER (S) NEEDED:
Fall: _____ Spring: _____ Summer: _____

Please allow 2 working days before making class assignments.

FORMAT	**LOAN PERIOD**
☐ Book/Score	☐ 2 hours ☐ 24 hours ☐ 72 hours
☐ CD/DVD/Video/Other (Audio books, cassettes, multimedia, slides)	☐ 4 hours ☐ 24 hours PLACE ITEMS ON RESERVE: Begin (date): _____ End (date): _____

# of item (s) turned in with this request: _____ (Include personal copy items)

Format	**# of Copies**	**Call number:**	**Title:**

Print and Submit Form

Reset Form