VAN WYLEN LIBRARY
RESERVES REQUEST FORM

Complete a separate form for each course.
Include complete bibliographic citations for photocopied copyrighted material.
Materials remain on reserve for the semester, unless you request that they be removed sooner.
Items will be located at the Reserve Desk of the library.
Allow up to three days to process the reserve materials.

Date _____ Instructor _____ Phone # _____

Dept _____ Dept account #_____ Number of students in the class _____

Course Name _____ Course # _____

This material is needed by _____ for academic term _____
(date) (semester/year)

Please indicate date this item can be removed from Reserves if prior to semester's end _____

Choose one of the following:

- ☐ **3 Hour Library Use Only**
  (Members of the faculty can check this material out of the library for 24 hours unless otherwise noted.)
- ☐ **24 Hour Check Out**
  (Students and faculty can check this material out of the library for 24 hours.)
- ☐ **3 Day Check out**
  (Students and faculty can check this material out of the library for 3 days.)

Materials Submitted (Please list the titles and number of copies)

_____

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For special reserve requests please contact
Carla Kaminski 395-7889
kaminski@hope.edu

For staff use:: Processed by _____ Date _____ _____Record#_____