

RESERVE MATERIAL TRACKING SLIP

Instructor _____

Course Name _____

Course Number _____

Title of Item Placed on Reserve:

of copies _____ This item is: Book _____
DVD / Video _____
Photocopied Article _____
Other (describe) _____

Personal Copy _____ Value _____

Library Copy _____

2 Hour Loan _____ Permanent Reserve?
Overnight Loan _____ Yes _____ No _____

Removal Date _____
M D Y

Please allow 3-4 BUSINESS days for processing.
The library is not responsible for the loss, damage, or theft of personal items placed on Reserve.

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