

NORLIN RESERVE REQUEST FORM

Staff initials:	Date completed:	Request #:
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Please provide the following information:

Department _____ Course # _____ g0 0*J TF Q"4567+
 Professor _____ Phone # _____
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 Dept Secretary's Bldg/Room # _____ Campus Box # _____

CIRCLE TERM Fall Spring Maymester Summer

CIRCLE LOAN PERIOD 2 hour ""4 hour ""24 hours ""72 hours

Please type or print Call # (if applicable), "PC" for Personal Copy (if applicable), and Author/Title for each book below.

CALL #	PC?	Author (last, first)	Title	

Important Notices!!!

- Correct Call Numbers **MUST** be supplied for library books. Staff will not retrieve library books otherwise.

- While Library staff will make every effort to insure the return of personal copies placed on Reserve, we cannot guarantee the condition, or even the survival of these materials. In the course of processing your personal copy for reserve, two **NON-REMOVABLE** stickers will be placed on the flyleaf of your book and a removable label and colored Reserve tape will be added to the spine of the book. In addition, if a student is billed for a professor's personal copy and pays for that item instead of returning it, the Libraries has no mechanism for issuing a refund to the professor. Any funds collected in such instances will be added to the Libraries' materials budget.