COURSE RESERVE MATERIALS REQUEST

Learning Resource Center

Date: __________/_________/________

Instructor __________________________________________________________

Department _________________________________________________________

Phone __________________________ Email ______________________________

Course Number __________________________ Semester __________ Year ________

Unless an instructor’s request(s) for personally-owned materials to remain on reserve over successive semesters, personally-owned items will automatically be removed at the end of the semester. Personal items may be picked up from the library at the end of the term. If a faculty member wishes to retrieve personally-owned materials before the end of the semester, the library needs at least 48 hours advance notice to do the processing. Items not retrieved will be donated to the collection.

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