

RESERVE REQUESTS

Raymon H. Mulford Library

Please return this form to the Circulation Department.

Instructor _____ Date _____

Department _____ Contact Person _____ Ext. _____

Course Name _____ Course Number _____

Date Needed for Reserve _____ Date to Remove _____ Number of Copies _____

Item Title or Description _____

Author(s) _____ Edition/Yr. _____

- ◆ Please place book requests at least one month prior to date needed to ensure item will be available. Personal items must be received 48 hours prior to date needed to allow for processing time.
- ◆ Each item must be accompanied by a completed form.
- ◆ Due to copyright laws, no more than two photocopies can be placed on reserve.
- ◆ Preserved specimens will not be accepted.
- ◆ Personal items will be mailed back to the requestor after reserve period.
- ◆ Please direct all questions to the Access Services Department at ext. 4858