



# Print Course Reserve Request Form

## Ferris Library for Information, Technology and Education

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Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course Number: \_\_\_\_\_ Office: \_\_\_\_\_ Ext: \_\_\_\_\_

Course Name: \_\_\_\_\_ Department: \_\_\_\_\_

<b><u>SEMESTER:</u></b>	<b><u>LOAN PERIOD:</u></b>	_____ 1 Day
Fall 20 _____	_____ 2 Hours (no overnight)	_____ 3 Days
Spring 20 _____	_____ 2 Hours (with overnight)	_____ 1 Week
Summer 20 _____	_____ 4 Hours	_____ 2 Weeks

Please check if you would like your personal material “security tagged” \_\_\_\_\_

**Please allow 48 hours for material to be placed on reserve.**

Call #	Author	Title	Barcode #

1. All material will be removed from reserve at the end of the last term shown above.
2. A new request is needed for renewals.
3. The Library cannot be held responsible for any personal copies lost or not returned.
4. Please see the Library Policy Statement for questions of copyright.
5. Materials will be barcoded unless you advise otherwise.

Date completed: \_\_\_\_\_