

## Barber Library Course Reserves Form Academic Year 2022-2023

<b>Instructor's Name</b>	
<b>Date Submitted</b>	
<b>Email Address/Phone</b>	
<b>Course Number</b>	
<b>Course Title</b>	
<b>Personal/Dept/Library Copy</b>	

**Select Term(s):**    **Fall**    **Winter**    **Spring**    **Summer**    **End Date**

              

**Checkout Time:**    **3 Hours**    **1 Day**    **2 Days**    **1 Week**    **Whole Term**

              

Print or AV Reserve	Date Available for Checkout	Author(s)	Title (on your syllabus)	ISBN#

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- **Please allow up to 1 week for reserve materials to be processed.**
- The Library affixes a removable label & barcode to copies of materials submitted.
- The Library is not responsible for replacing damaged, stolen, or lost personal or departmental copies of items placed on Reserve.
- **All items will be pulled at the end of the period specified on this form** unless the instructor specifies otherwise. Personal & departmentally-owned materials will be returned via campus mail.

**I agree to all the above terms and conditions: Signature & Date:** \_\_\_\_\_