

Today's Date: _____	
CALL NUMBER OF ITEM: (or write "personal item")	TITLE OF ITEM: AUTHOR: BARCODE:
CIRCULATION PERIOD: 2 Hour _____ 2 Hour/Overnight _____ 3 Day _____ 7 Day _____	PROFESSOR'S NAME: _____ EMAIL: _____ COURSE NAME: _____
ON RESERVE FOR (Indicate term and year): Fall 20 _____ Spring 20 _____ Summer 20 _____ J-Term 20 _____	COURSE NUMBER: _____ SPECIAL INSTRUCTIONS:
***** <i>For Library Staff Only</i> *****	
Date Placed on Reserve: _____ Staff Initials: _____ Date Removed from Reserve: _____ Staff Initials: _____	

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