

**RESERVE MATERIAL TRACKING SLIP**

Instructor \_\_\_\_\_

Course Name \_\_\_\_\_

Course Number \_\_\_\_\_

Title of Item Placed on Reserve:

\_\_\_\_\_

# of copies \_\_\_\_\_ This item is: Book \_\_\_\_\_  
DVD / Video \_\_\_\_\_  
Photocopied Article \_\_\_\_\_  
Other (describe) \_\_\_\_\_

Personal Copy \_\_\_\_\_ Value \_\_\_\_\_

Library Copy \_\_\_\_\_

2 Hour Loan \_\_\_\_\_ Permanent Reserve?  
Overnight Loan \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Removal Date \_\_\_\_\_  
M D Y

Please allow 3-4 BUSINESS days for processing.  
The library is not responsible for the loss, damage, or theft of personal items placed on Reserve.

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