

### RESERVE REQUEST FORM

To request that library or personal materials are placed on Reserve at the Circulation Desk, please provide the required information below. Your request will be processed in the order in which it is received but may be delayed if information is incomplete. Due to the volume of requests, especially at the beginning of each semester, faculty are urged to place their requests for reserve materials at least one week prior to the date they are needed. For assistance please contact the Circulation Desk at (386) 481-2186.

Today's Date: \_\_\_\_\_ Campus Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Academic Division: \_\_\_\_\_  
 \_\_\_\_\_

**Item(s) to be placed on Reserve**

Title	Author(s)	Edition/Year	Place/Publisher
Call Number	Course Code	Course Name	

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**POLICY:** Items are placed on reserve at the request of faculty to ensure that assigned and recommended readings are readily available to all students. For that reason, patrons are limited to using one reserve item within the library for a period of one hour. \*All reserve items must be removed at the end of each Spring Semester, even if the items will be used the following term.

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