

**Book & A/V Reserves Request**

Today's Date \_\_\_\_\_

\* Instructor Teaching the Course \_\_\_\_\_ Phone # \_\_\_\_\_

Faculty ID# \_\_\_\_\_

\* Course Number \_\_\_\_\_ # of Items with Request \_\_\_\_\_

\* Course Title \_\_\_\_\_

Semester Needed: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**For Office Use Only**

Copyright/Fair Use Compliance? Yes/No

Entry Date: \_\_\_\_\_

**NOTICE: All Reserve Items Will Be Removed and Returned At The End of Each Semester.**