

## Reserve Request Form – Books

**Note: The library cannot assume responsibility for personal copies of items not returned by students. Please allow four working days for this request to be processed. If there are special circumstances, please contact the Technical Services & Archives Librarian, Catherine Dean, [CDean@tamut.edu](mailto:CDean@tamut.edu) or Ext. 3090**

Instructor Name: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_ (e.g., HIST 1301)

Course Title: \_\_\_\_\_ (e.g., U.S. History I)

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

Book Title: \_\_\_\_\_

Author: \_\_\_\_\_ Edition: \_\_\_\_\_ Copyright: \_\_\_\_\_

Personal Copy? \_\_\_\_\_ Library Copy? \_\_\_\_\_ \*Date to remove item from Reserve: \_\_\_\_\_

Loan Period: \_\_\_ Library Use Only \_\_\_ 1 day \_\_\_ 3 day \_\_\_ 7 day \_\_\_\_\_ Other

Book Title: \_\_\_\_\_

Author: \_\_\_\_\_ Edition: \_\_\_\_\_ Copyright: \_\_\_\_\_

Personal Copy? \_\_\_\_\_ Library Copy? \_\_\_\_\_ \*Date to remove item from Reserve: \_\_\_\_\_

Loan Period: \_\_\_ Library Use Only \_\_\_ 1 day \_\_\_ 3 day \_\_\_ 7 day \_\_\_\_\_ Other

***\*Materials will be removed from Reserve at the end of the semester if not renewed.***

General Library Reserves may be checked out by any student. Course Reserves are checked out by students in specific courses. For further information about Reserves, please visit:  
[http://www.tamut.edu/library-services/Services/Course\\_Reserves.html](http://www.tamut.edu/library-services/Services/Course_Reserves.html)

FOR LIBRARY USE: Date Processed: \_\_\_\_\_

Date Removed: \_\_\_\_\_