

## ACADEMIC RESERVE FORM

Today's Date:	/F _____ Sp _____ Su _____
Title	ed. _____
Instructor:	
Other Instructors?	
Donation?	(circle one) Yes or No
Course Name:	
Course I.D.:	
Price of Book:	
Circulation Rule: <b>Library Use Only:</b> ___ Yes or ___ No	___ 30 Minutes (Library Use Only) ___ 1 Hr/ ___ 2 Hrs/ ___ 4 Hrs* ___ 1 Hr-O/N ___ 2 Hrs-O/N ___ 4 Hrs-O/N* ___ 1 Day ___ 4 Days ___ 7 Days ___ 14 Days
<b>OFFICE USE ONLY</b> (Initial and Date) Entered _____ Labeled _____ Shelved _____	* <b>HOURLY &amp; O/N (Over Night)</b> = M-F, after 2:30 pm, the book will be due at 9:00 am the next school day. <b>HOURLY, NO O/N</b> = The selected time (1, 2, 4 hrs) before closing the book will be due at 9 am the next school day.  <b>Please note that it may take up to 4 days for your material to be entered into the database, labeled, and placed on the reserve shelf</b>

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