Sprague Library--Course Reserve Requisition

Instructor _____ Ext. _____ College HMC __ other __

Dept., Course #, Course Title _____

Date: ___/___/0__ Date Needed by Students**: ___/___/0__

FALL 05 ___ 2-Hour ___
SPRING 05 ___ 4-Hour ___
(Check one) 2-DAY ___
7-DAY ___
(Check one)

NUMBER OF COURSE BINDERS YOU NEED ON RESERVE: _____.

List books and other materials below. **Call numbers are required** for library materials that we page.
Lead time varies, but **allow at least **3 working days**--more during the first three weeks of classes.
N.B. Items that are already checked out, or items that must be ordered, will also require more time.

STATUS (*staff use only*)	BOOK CALL NUMBER (NEEDED IF WE PAGE)	AUTHOR	TITLE

The library is not responsible for personal materials placed on reserve.

R = Recalled S = Searching O = Ordered

Received by:

Date:

Processed by:

Date: