

RESERVE

**PROCESSING WILL BE DONE AS QUICKLY AS POSSIBLE BUT MAY
TAKE UP TO FIVE (5) BUSINESS DAYS**

I release the library from any damage to my personal reserve items caused by student use.

Information Form for BOOKS. DVD'S AND CD'S

Today's Date _____

Course Letters & Numbers _____

Instructor (Full Name) _____

Email Address _____

Office Telephone _____

Type of Reserve loan period:(Please **CHECK ONE**)

2 HR 3 HR 4 HR OVERNIGHT 3-DAY 7-DAY

This form is **NOT** for Blackboard Material

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