

VAN WYLEN LIBRARY RESERVES REQUEST FORM

Complete a separate form for each course.

Materials remain on reserve for the semester, unless you request that they be removed sooner (kaminski@hope.edu).

Items will be located at the Reserve Desk of the library.

Allow up to three days to process the reserve materials.

Date _____ Instructor _____ Phone # _____

Dept _____

Course Name _____ Course # _____

This material is needed by _____ for academic term _____
(date) (semester/year)

Choose one of the following:

- 4 Hour Library Use Only**
(Members of the faculty can check this material out of the library for 24 hours unless otherwise noted.)
- 24 Hour Check Out**
(Students and faculty can check this material out of the library for 24 hours.)
- 4 Day Check out**
(Students and faculty can check this material out of the library for 3 days.)

Materials Submitted (Please list the titles and number of copies)

For special reserve requests please contact
Carla Kaminski 395-7889
kaminski@hope.edu

For staff use:: Processed by _____ Date _____ Record# _____