

**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 (whiteh@hope.edu).

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

Allow up to one week 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 Check Out
(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 4 days.)

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

For special reserve requests please contact
Heidi White 395-7497
whiteh@hope.edu

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