

Faculty Reserve Request Form 2 (for personal materials)

****Copy this form and send it with the materials to the Library's Circulation Desk****

PLEASE ALLOW 3 BUSINESS DAYS TO PROCESS

(only 1 form is required per Course)

Note: All items will be taken OFF RESERVE at the END OF THE SEMESTER unless otherwise specified

SEMESTER (circle one or more):

FALL

SPRING

SUMMER

SSI

SSII

SSIII

PHYSICAL ITEM LOCATION (circle one):

Denton

Dallas

Houston

INSTRUCTOR'S NAME: _____

DATE: _____

TWU EMAIL: _____

TWU PHONE: _____

DEPARTMENT: _____

COURSE #: _____

(include prefix)

COURSE TITLE (as listed in Catalog): _____

CIRCULATION PERIOD (select only one):

_____ **2 HOUR Library Use Only**

_____ **4 HOUR Library Use Only**

_____ **1 DAY (Due midnight of the day following checkout)**

_____ **3 DAY (Due midnight of the 3rd day following checkout)**

_____ **7 DAY (Due midnight of the 7th day following checkout)**

SPECIAL INSTRUCTIONS:

Staff Use Only:

Received by: _____

Date: _____

Time: _____

Completed by: _____

Date: _____

Time: _____