

Reserve Request Form

Dept: _____ Course #: _____

Professor: _____

Course Name: _____

Check one: ☐ 3-hr Lib. ☐ 3-hr Overnight
 ☐ 1-Day ☐ 3-Day
 ☐ E-Reserve

Did you include FULL bibliographic information? ☐

Does Penrose own the source materials? ☐

Will this class be taught again next term/year? ☐

Did you include a copy of your syllabus? ☐

Are photocopies clean, single-sided and NOT stapled? ☐

Course Password _____

Link e-Reserve in CLEo? ☐