

Lupton Library Reserve Submission Form

Instructor Information

Last Name _____ First Name _____ UTCID# _____

Course Information

Department _____ Course # _____ Section # _____

Course Title _____ Course Cross Listing _____

Items will be used during (check all that apply): Summer 2007 Fall 2007 Spring 2008 Summer 2008

<i>Staff Use Only</i>	
Received by: _____	
Date: _____	
Processed by: _____	
Date: _____	

Item Information: <i>(full bibliographic citation information is required)</i>	Item is a: <i>(book, article, dvd, etc.)</i>	Call Number: <i>("personal" if not a library item)</i>	Loan Period: <i>(3 hour, 1 day, 3 day, 7 day)</i>	Students need access by: <i>(please allow 2 business days)</i>	<i>Staff Use Only</i>	
					Remove Date:	Remove Initials: