

Semester: **Spring** \_\_\_\_\_ **Fall** \_\_\_\_\_

Year: \_\_\_\_\_

End of semester reminder? \_\_\_\_\_

# Instructor Reserve Form

Please note: processing may take up to **three** days

**For pickup only:** Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Library staff initials: \_\_\_\_\_

**Name (please print):** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Course number	Title	Author(s)	Call number (if owned by library)	Internal use only	
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**Please note:** Instructor solution manuals may be placed on reserve by a faculty member with the written authorization of the appropriate academic department head, chair, or dean.