RESERVE INPUT FORM

*PLEASE FILL OUT SEPARATE FORMS FOR DIFFERENT ITEMS*
To be filled out by faculty, organization member, or library employee who accepts the material for Reserve. Put this form with the material in the Reserve Processing tray.

Professor/Organization_____________________________________________________
Organization Editor_________________________________________________________
Course_______________________________________________________________
Title_______________________________________________________________
Author_______________________________________________________________

Format:
- □ Misc. Items (Exams, Articles, Etc.)    □ Cite-checking Binders
- □ CD/DVD            □ Videotape           □ Audiotape
- □ Personal Book - OK to Place Label & Barcode in Personal Book? Y___ N___
- □ Library Book - Call #__________________
- □ Please check this box if you **DO NOT** want your item allowed to leave the library for 2-hour checkout.

This Material Will Be Needed Until______________________________
(Our policy allows us to return items that are no longer actively needed)

Notes for Additional Information