

Marion Campus Closed Reserve Information

Instructor: _____ Phone Number: _____

Course Name and Number: _____

Quarters for Reserve: _____

Length of time to keep: (Check One)

This quarter only End of Academic Year Other: _____

Check Out Period: (Check One)

2 Hours/No Overnight 1 Day 3 Day 1 Week

May We: Put a Barcode on your material? Yes No

Put Security in your material? Yes No

Will this material be placed on reserve again? Yes No

If yes, when? _____

Materials will be put in your mail box at the end of the quarter. If you do not have a mailbox or do not want materials put there, please provide an address where we can send them:

PLEASE NOTE: It takes a minimum of 48 hours (excluding weekends) from receipt to process materials for closed reserve. When placing previously used articles on closed reserve, you must have copyright permission for them to be placed on reserve again. Please attach copyright permission.