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Date ________________________________ Staff ID# ________________________________

Staff Name ________________________________

Extension/contact # ________________________________ Course Code ________________________________

(Note: course name and course code will appear in the library catalogue)

Course Name ________________________________

**Reserve Title(s)** For identification purposes, please refer to the item by the same title in D2L and on your course outline as you indicated below. Processing labels and stamps will be affixed to your personal material. Please do not remove or alter the labels.

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<tr>
<th>Reserve Title</th>
<th>Barcode(Library Use Only)</th>
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Reserve Period  
- _____ 3 Hour – Library Use Only  
- _____ 1 Week  
- _____ Overnight  
- _____ 2 Week  
- _____ 3 Day  
- _____ 3 Week  

Date to remove reserve: ________________________________

You will receive an email approximately 7 days before the reserve removal date. Please review the content of the email.

*** allow ONE WEEK for processing ***