

Reserve Request Drop-Off

Date: _____
mm/dd/yyyy

Select Final Reserve Destination:

- ACCOUNTING AFA BUSINESS GERONTOLOGY LEAVEY
 MUSIC ONLINE / E-Reserves PHILOSOPHY SCIENCE

Please indicate the type of materials submitted in the checkboxes below. Use a separate form if submitting both Electronic Reserve and Hardcopy Reserve Items.

To Be Scanned (E-Reserves Only) Personal Hardcopy Item(s) Library Owned Material(s)

Have these items been entered into Ares? yes no*

*Items will not be accepted unless first submitted via Ares. If these items have not been entered into Ares, please ask for assistance at the reference desk.

INSTRUCTOR NAME: _____, _____ SEMESTER: _____
Last Name, First Name

COURSE NUMBER: _____ NUMBER OF ITEMS SUBMITTED: _____

RETURN PERSONAL HARDCOPY ITEM(S) TO: _____
Department or Office Number
Attention

Accepted By _____ Unit: _____

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