RESERVE REQUEST FORM  
WILSON LIBRARY, UNIVERSITY OF LA VERNE  
(PLEASE FILL OUT COMPLETELY, SIGN, AND RETURN TO THE SERVICE DESK)

- Books (personal and library copies), pamphlets and periodical articles can be placed on reserve for the length of one academic term or year.
- Library staff require **at least 72 hours** for processing before materials are available for student use.
- The Library **WILL NOT** accept responsibility for any property placed on reserve that is not owned by our library.
- No materials belonging to another library may be placed on Reserve.
- Materials owned by the instructor will be returned at the end of the academic year for review.
- **REFERENCE BOOKS, ORIGINAL COPIES OF LIBRARY PERIODICALS, AND COPIES OF VIDEO TAPES AND OTHER MATERIALS THAT WOULD CONSTITUTE A BREACH OF COPYRIGHT WILL NOT BE ACCEPTED FOR RESERVE.**

Faculty Name: ___________________________________________ Phone # or Ext. (______) _______________ Department: ____________________________

Select: Fall   January   Winter   Spring   Academic Year ______ Course Number: ____________________ Course Title: ____________________________

**LOAN PERIOD** (circle one): 2 Hour Library Use Only 1 Day Use 8 Day Use

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Faculty Signature (REQUIRED): _______________________________ Date: _____/_____/_____ Received By: ____________________ Time Received: _______________

Resreq  
(Revised 1.22.18)