

Faculty Reserves Drop-off Form

<u>Date Dropped Off:</u> mm/dd/yy	/	/
<u>Course Number:</u>		
<u>Course Name:</u>		
<u>Title:</u> (one per form)		
<u>Edition:</u> (if known)		
<u>Choose a Loan Type:</u>	<input type="checkbox"/> 4 hours	OR <input type="checkbox"/> 1 day
<u>Faculty Member:</u>		
<u>Phone Number:</u>		
<u>Email:</u>		
Do you want this item returned to you? <small>For example, if it is a personal copy.</small>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If yes, when do you want it returned to you?</i>	/	/
If you have any special requests or requirements, please write them below:		

BOTTOM SECTION TO BE FILLED OUT BY LIBRARY STAFF ONLY

<u>Barcode:</u>		<u>Staff Initials:</u>		<u>Date:</u> mm/dd/yy	/	/
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