

## RESERVE REQUEST FORM

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Ext: \_\_\_\_\_

Course Name: \_\_\_\_\_

College: \_\_\_\_\_ Course No: \_\_\_\_\_ Semester: \_\_\_\_\_

New Reserve:

Add to Existing Reserve List:

Loan Period:      2 Hour

3 Day

7 Day

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You are responsible for providing the book(s) or pulling the book(s) from the library shelves yourself and bringing the book(s) to the circulation desk.

Fill and print out this form and bring it, with the books you want to put on reserve, to the Circulation Desk in the library.

Please do not email this request form. We are not responsible for retrieving the books to put on reserve.

If you have any questions, please contact Amy Holman at 708-235-7528 or [cholman@govst.edu](mailto:cholman@govst.edu)