

VISUAL ARTS LIBRARY



Please review the course reserves policies (available at the circulation desk and on the library's website) before submitting materials and the completed form.

Items can only be placed on reserve for the current semester. All items will be removed at the end of each semester.

Please fill this form out completely, allowing at least **five working days** for completion.

Reserves are limited to 25 library items per course at any one time.

REQUIRED INFORMATION

_____/_____/_____/_____
Full Name Course Name Course Number Dept.

_____/_____/_____/_____
Address City State Zip

_____/_____/_____
E-mail Phone Date Submitted

PERSONAL ITEMS:

1. _____, _____
Title Additional Information
2. _____, _____
Title Additional Information
3. _____, _____
Title Additional Information

VIDEOS & DVDS:

1. _____, _____, _____
Director Title Call Number
2. _____, _____, _____
Director Title Call Number
3. _____, _____, _____
Director Title Call Number

BOOKS:

1. _____, _____, _____
Author Title Call Number
2. _____, _____, _____
Author Title Call Number
3. _____, _____, _____
Author Title Call Number
4. _____, _____, _____
Author Title Call Number
5. _____, _____, _____
Author Title Call Number
6. _____, _____, _____
Author Title Call Number
7. _____, _____, _____
Author Title Call Number

PHOTOCOPY LIST (*Photocopies from books may not be put on reserve, please add the book):

1. _____, _____, _____
Author Title Source
2. _____, _____, _____
Author Title Source
3. _____, _____, _____
Author Title Source
4. _____, _____, _____
Author Title Source
5. _____, _____, _____
Author Title Source