

HSL Reserve Drop-Off Information Form

Instructor(s):

Department:

Course Name:

Course Number:

Term:

Year:

Number of Students:

- Add to Electronic Reserves. Does original copy need to be returned?
Course page password: _____
- Add to Print Reserves. Loan Period will be 24 hours unless otherwise requested.
- Add to Media Reserves (DVDs and CDs). Loan Period will be 24 hours unless otherwise requested.

If the library does not own the item you need, do you have a copy we can work from?

Contact information (e-mail and/or phone number):

Any special instructions?

Please be aware that your personal copies of books or videos may be subject to damage or loss when made available for check out.