



ECKERD COLLEGE

Reserve Materials Form

Please submit one form per course. Allow a minimum of 2 business days for processing. Items submitted after 11 a.m. on Friday will be processed the following Monday. **Please print out and submit form with items.**

Professor Name: _____

Course Name: _____

Course Number: _____

On what date will students need this material? _____

This information will appear in the Reserves Notebook on the Circulation Desk and should correspond to the information provided in your syllabus. Please list actual title and author information (e.g. not "week 3").

The loan period for reserve material is 2 hours. If the nature of your materials requires a longer loan period, please contact the Circulation Supervisor for approval.

Item #1

Title: _____

Author: _____

Number of Copies: _____

Item #2

Title: _____

Author: _____

Number of Copies: _____

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