

RAMSEY LIBRARY RESERVE MATERIALS FORM

TO BE USED FOR

PERSONAL BOOKS, UNCA BOOKS, & AUDIO-VISUAL MATERIALS

*PLEASE NOTE: WE CANNOT GUARANTEE THE CONDITION OF ANY PERSONAL ITEMS
WHILE THEY ARE ON RESERVE.*

**Please allow 48 hours for
processing of reserve items.**

DATE _____

**ABC & ILL materials may not be
placed on reserve.**

INSTRUCTOR _____

COURSE NAME _____

COURSE NUMBER _____

_____ FALL SEMESTER

_____ SPRING SEMESTER

_____ SUMMER TERM

INSTITUTION _____

RESERVE PERIOD:

_____ **2 HOURS/MAY NOT LEAVE THE LIBRARY**

_____ **1 DAY**

_____ **2 HOURS/MAY OVERNIGHT**

**MATERIALS MAY BE CHECKED
OUT AT ANY TIME DURING THE
DAY & WILL BE DUE BY CLOSING
OF THE FOLLOWING DAY.**

**MATERIALS MAY CIRCULATE WITHIN THE LIBRARY
FOR 2 HOURS DURING THE DAY, & MAY LEAVE
THE LIBRARY 2 HOURS BEFORE CLOSING. THEY
WILL BE DUE 1 HOUR AFTER OPENING THE
FOLLOWING DAY.**

_____ **3 DAYS**

_____ **7 DAYS**

| # | TITLE (AS YOU WANT IT LISTED) | AUTHOR | COPIES | OWNER |
|---|-------------------------------|--------|--------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

PLEASE USE BACK FOR ADDITIONAL ITEMS.