

UNIVERSITY LIBRARIES

NON-BOOK RESERVE INFORMATION & RELEASE FORM

Primary

Professor : _____ Date: _____
(LAST) (FIRST)

Phone: _____ Mail Stop: _____ Email: _____

Course Number: _____
Ex: SOC 101

Course Title: _____
Ex: Principles of Sociology

When would you like these items available: Fall Spring Summer

Non-book Reserve Information (for student check-out)

Loan period for non-book reserve items: 2 hour 4 hour

Personal copies will be returned to your department via campus mail at the end of the semester. You may pick up your personal copies at the Circulation Desk if you would like to remove them earlier.

Viewing Hold Information (for in-class viewing)

Dates to hold: From _____ to _____

I have read and understand the University of Nevada, Las Vegas Libraries Reserves Policy, available online at (www.library.unlv.edu/services/policies/reserves.html).

Failure to complete and sign this form will result in delays processing items for reserve.

(SIGNATURE)

(DATE)

SPECIAL INSTRUCTIONS

Media Reserves: Please list media items by title and call number (if owned by the library). Items that are currently checked out by another patron will be recalled. Please list all items.

TITLE: _____	
CALL #: _____ (IF OWNED BY THE LIBRARY)	FILE NAME: _____ (LIBRARY USE ONLY)

TITLE: _____	
CALL #: _____ (IF OWNED BY THE LIBRARY)	FILE NAME: _____ (LIBRARY USE ONLY)

TITLE: _____	
CALL #: _____ (IF OWNED BY THE LIBRARY)	FILE NAME: _____ (LIBRARY USE ONLY)

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CALL #: _____ (IF OWNED BY THE LIBRARY)	FILE NAME: _____ (LIBRARY USE ONLY)

TITLE: _____	
CALL #: _____ (IF OWNED BY THE LIBRARY)	FILE NAME: _____ (LIBRARY USE ONLY)

TITLE: _____	
CALL #: _____ (IF OWNED BY THE LIBRARY)	FILE NAME: _____ (LIBRARY USE ONLY)

LIBRARY USE ONLY - NOTES

Date Entered: _____	Initials: _____	Date Returned: _____	Initials: _____
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