

# UNIVERSITY LIBRARIES

## RESERVE INFORMATION & RELEASE FORM

---

Primary Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ Email: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_  
 Ex: SOC 101 Ex: Principles of Sociology

When would you like these items available:  Fall  Spring  Summer

---

### Physical Reserve Check Out Information

Loan period:  2 Hour  4 Hour (media only)  24 Hour  72 hour  7 days (TDRL only)

Type of Physical Reserve:  Book  Media

Preferred Personal Copy item return:  Inter-Campus mail \*Mail stop number required\*  
 Pick-up at Circulation Desk

**\*Library owned items will be returned to its original location\***

---

**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](http://www.library.unlv.edu/services/policies/reserves.html)).**

**UNLV LIBRARIES ARE NOT RESPONSIBLE FOR ANY DAMAGED OR LOST ITEM.**

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

\_\_\_\_\_  
 (SIGNATURE)

\_\_\_\_\_  
 (DATE)

*SPECIAL INSTRUCTIONS*

---

Please list items by title. Select if item(s) is owned by the library or if it's a personal copy. If the item is owned by the library please list the call number.

Title	Personal Copy	CALL # if library owned

