

California State Polytechnic University, Pomona University Library Reserve Request Form

Please complete all information (including the backside) accurately to allow timely processing of your request

Date _____

Course Prefix & No.—Sec.# _____ Instructor's Name _____
(i.e. BIO 1100-01) PLEASE PRINT FULL NAME: (LAST, FIRST)

E-Mail: _____ Dept. Name _____ Bldg./Rm _____ Ext. _____
(i.e. @cpp.edu)

Type of request: Physical hard copy ebooks/eArticles

Place on reserve for: Summer Fall Winter Spring Full Year

<input type="checkbox"/> 2 Hours NO Overnight privileges-(rbrn)	<input type="checkbox"/> 7 Days-(rbr7)
<input type="checkbox"/> 2 Hours w/Overnight privileges-(rbr) <small>(Checkout 2 hrs. prior to closing)</small>	<input type="checkbox"/> 14 Days-(rbr14)
<input type="checkbox"/> 3 Hours NO Overnight Privileges-(rbr3)	<input type="checkbox"/> 28 Days-(rbr28)
<input type="checkbox"/> 24 Hours-(r24h)	<input type="checkbox"/> Semester-(rbrs)
<input type="checkbox"/> 48 Hours-(rbr48)	

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Incoming

Prof. Call # _____
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 Page 1 of 2

Outgoing

Deleted by/date _____
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<Please turn over the page>

Instructor's Name: _____

Course: _____

Instructions:

- **Processing** of materials usually requires a minimum of **3-4 days**, but in the beginning of each quarter, it can take **up to 2 weeks**
- **Follow copyright** guideline
- Provide **complete citations**
- Attach or list your items
- Include **Call #** for Cal Poly Pomona university library materials
- Include **titles as you wish it to appear** in the online public catalog

Title (Homework solutions, Notes, Journals, Books, CD's & Video's, etc)	Number of Copies	Author	Call #	Volume, Number & Year

Deliver this completed reserve request form to:
Cal Poly Pomona University Library Reserve Services Bldg.15-2533 (909) 869-3615

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