

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

☐ 2 Hours NO Overnight privileges-(rbrn)	☐ 7 Days-(rbr7)
☐ 2 Hours w/Overnight privileges-(rbr) (Checkout 2 hrs. prior to closing)	☐ 14 Days-(rbr14)
☐ 3 Hours NO Overnight Privileges-(rbr3)	☐ 28 Days-(rbr28)
☐ 24 Hours-(r24h)	☐ Semester-(rbrs)
☐ 48 Hours-(rbr48)	

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Signature: _____ Date _____

Office Use Only

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Incoming

Prof. Call # _____
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 Page 1 of 2

Outgoing

Deleted by/date _____
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 Pick-up by/date _____

<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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