

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 110-01) PLEASE PRINT FULL NAME: (LAST, FIRST)

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

Copyrighted items can only be on Reserve for one quarter

Type of request: eReserve via Blackboard Physical hard copy

Place on reserve for: Summer Fall Winter Spring All Year Indefinite

Check-out period:

<input type="checkbox"/> 2 Hours NO Overnight privileges	<input type="checkbox"/> 7 Days
<input type="checkbox"/> 2 Hours w/Overnight privileges <small>(Checkout 2 hrs. prior to closing)</small>	<input type="checkbox"/> 14 Days
<input type="checkbox"/> 3 Hours NO Overnight Privileges	<input type="checkbox"/> 28 Days
<input type="checkbox"/> 24 Hours	<input type="checkbox"/> Quarterly
<input type="checkbox"/> 48 Hours	

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I have read, understand and agree to comply with the fair use guidelines.

Signature: _____ Date _____

Office Use Only

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Incoming
 Prof. Call # _____
 Processed by/date _____
 Updated by/date _____

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

