

Please fill in the requested information, and turn this sheet in at the Front Desk of the library with the items.

**Instructor** (PRINT; Last Name First) \_\_\_\_\_

**Signature** \_\_\_\_\_

My signature above indicates I have read and agree to comply with the library Reserves Policy (<http://library.radford.edu/index.php/generated/services/reserves-policy>) and I certify that this Reserve material is supplemental in nature to this course or is an extra copy of a required text.

**Email Address** \_\_\_\_\_ **Campus Box** \_\_\_\_\_ **Semester** \_\_\_\_\_ **Year** \_\_\_\_\_

**Course Prefix and Number** \_\_\_\_\_ **Course Name** \_\_\_\_\_

Title	Call Number	Format Check One	Loan Period Check One	Notes
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
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		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	

**PLEASE NOTE:** All materials on Reserve for a class must be taken off Reserve at the end of that class. If you wish to have the same items on Reserve for the next semester you will need to submit a new Course Reserves Request Form.