Course Reserve Request Form

Professor Name: ________________________________________________________________

Course Information: __________________________________________________________________

Item Title: _______________________________________________________________________

Item Author: _____________________________________________________________________

Item Format: __________________________ Is this a required item for your course?

_____ Yes*  _____ No

Pfeiffer Library is not responsible for the loss or the damage of your personal items placed on reserve. The library also cannot release the names of patron use. By signing, you understand these statements and acknowledge you have read the course reserve policies (available at http://libguides.tiffin.edu/libraryinfo/policies).

Professor Signature: _____________________________ Date _______________

*About Course Reserves

Items on course reserves typically have a two hour checkout time and are not permitted to leave the building. At the end of the semester, the library will contact you about the release or retention of your course reserve material; however, items that are required for the course can only be placed on reserve for a two week time period under special circumstance. After the two weeks, the library will remove and return your items. More information about course reserves can be found at http://libguides.tiffin.edu/libraryinfo/policies.

Office Use Only:

Placed on reserve: ________________
Barcode: ________________ Item number: ________________
Removed from Reserve: ________________