

## RESERVE REQUEST FORM

Instructor \_\_\_\_\_  
Email address \_\_\_\_\_  
Department \_\_\_\_\_  
Course # \_\_\_\_\_  
Course name \_\_\_\_\_  
Today's Date \_\_\_\_\_  
**Needed on  
reserve by:** \_\_\_\_\_

**DESCRIPTION OF RESERVE ITEM, SOURCE  
OF MATERIAL & SPECIAL INSTRUCTIONS:**

### RESERVE TYPE

- 2-Hour
- 4-Hour
- 1-Day
- 3-Day
- Permanent
- E-Reserves on Moodle

### REMOVAL DATE

- End of semester
- End of school year
- Permanent (no expiration date)\*  
*\*Not applicable to E-Reserves.*

Folke Bernadotte Memorial Library  
[http://gustavus.edu/academics/library/search/  
reservesfacultyinfo.html](http://gustavus.edu/academics/library/search/reservesfacultyinfo.html)  
For assistance with reserves, please contact the  
Circulation Services Department at x7558.

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