



# Course Reserve Request

Service Desk, MCOB Business Library

**Reserve materials (print, multi-media and electronic) will be processed as they are received. Please allow 5 working days for circulation staff to process items. Please bring **one copy** of any articles to the MCOB Library Service Desk or email as an attachment to [busreserves@usouthal.edu](mailto:busreserves@usouthal.edu).**

Department: \_\_\_\_\_ Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Instructor: \_\_\_\_\_ Phone No(s): \_\_\_\_\_

Course Abbreviation & Number: \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

Course Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Loan Period** (check one)

2 Hours/Building Use Only  1 Day  3 Day  1 Week

**Please provide complete citation information so that students will have needed info for bibliographies**

Call Number	Complete Citation for Book, Multi-Media or Article	Author	Exp. Date	Return/Discard

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**Special Instructions:** \_\_\_\_\_  
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**For questions or comments, contact us at 414-8067 or [busreserves@usouthal.edu](mailto:busreserves@usouthal.edu).**

Call Number	Complete Citation for Book, Multi-Media or Article	Author	No. of Copies	Exp. Date

**Special Instructions:** \_\_\_\_\_  
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An inventory of your Course Reserve Material is recommended each semester. We want to help you keep your Reserve Files as current as possible. Since Reserve Books are in closed stacks with limited charge-out periods, they are not readily available to all library users. Please help us make them available by canceling Course Reserve Materials when they are no longer required for your class(es).

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**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_