

**Check Loan Period**

- 2-Hour Restricted (in library use only)
- 1-Day (may be kept until closing the following day)
- 3-Day (may be kept until closing the 3<sup>rd</sup> day)
- 7-Day (may be kept until closing the 7<sup>th</sup> day)

Note: Articles and course materials (exams, homework, quizzes, etc.) will be scanned and placed on the web unless you indicate otherwise. Check here if you do not want your materials scanned and placed on the web.

# Reserve Material Request Form

(from OSU Class Schedule)

**Bold information is required**

**Course Prefix, Number** \_\_\_\_\_

**Faculty** \_\_\_\_\_  
(First Name) (Last Name)

Ext. \_\_\_\_\_ Campus Address \_\_\_\_\_ E-Mail \_\_\_\_\_

**Spring**    **Fall**    **Interession**

Date to Remove \_\_\_\_\_ Indefinite

Office Use: Date Received _____ Date Completed _____ Initials _____
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**Call Number**  
*(if any)*

**Author**

**Title**