Please fill out one form per item

Print items will be placed on reserve within two (2) working days (M–F) of receipt, electronic reserves within five (5) days.

For **FALL** **SPRING** **SUMMER**

(please circle all semesters items are to be kept on reserve)

Instructor (first+last): ___________________________ Department: _______________________

Course Name: ___________________________ Course number: ______________

Title: ________________________________________________________________

Author: __________________________________________________________________

Call number: __________________________________________________________

LOAN PERIOD:

____ 2 hour (in library use only; never leaves the library)

____ 2 hour overnight (may leave the library 2 hours before closing)

____ 4 hour (in library use only; never leaves the library)

____ 1 day

____ 3 days

____ 7 days

☐ Check here if you would like this item available through electronic reserve (articles only).

FOR OFFICE USE ONLY

R____________________ Imprint__________________________________________

B____________________

I____________________

BR____________________

CCC____________________ Desc__________________________________________

Heterick Memorial Library
Course Reserve Request Form
419-772-2473

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Assistant Professor
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