WAW Library Reserve Request Form

Date Submitted: Date Needed By:

Instructors Name (First and Last)	Phone Number	Department

Full Course Number	Full Course Name	Expected Enrollment

Reserve Loan Period Preference

- ☐ ***Print 2-hour with overnight***
- ☐ ***Print 2-hour NO overnight***
- ☐ ***Print Overnight***
- ☐ ***Print 2-day***
- ☐ ***Print 1 week***
- ☐ ***Electronic Reserve***

Date No Longer Needed

- ☐ ***End of Semester***
- ☐ ***Other:***

Please fill out the bibliographic information below fully for each item to be placed on reserve.

It is the responsibility of the instructor to provide copies of all material being placed on reserve that is not owned by William Allen White Library. For personal, non-proprietary material included in the reserve, please include as much information about the item(s) as possible.

Author	Title (Article, Chapter, Book)	Journal Title (or other title)	Vol./Iss./Ed.	Date	Pages	Call # or URL	Loan Period	Staff Use Only

Please allow 3-5 days processing for all reserve requests. Partially completed forms may face significant delays in high-volume periods. The library is not responsible for the loss of any personal items or photocopies placed on reserve.

Please direct all questions to the Circulation Desk at William Allen White Library – 341-5205