

RESERVE MATERIALS FOR KINLAW LIBRARY

Date: _____

Name of Professor: _____

Class Title and number: _____

Checkout length (2 hour unless otherwise noted): _____

In Library Use Only? YES NO

Date item(s) should come off reserve: _____

Professor's Signature: _____

**** Please list the titles below or attach another sheet. If they are for different courses, please make sure each course is listed for each item.**

- We will put each item on 2 hour reserve and for "In Library Only" circulation unless otherwise noted. Items can be put on reserve for 30 minutes, 2, 3 or 6 hour, 3 or 4 day or 1 week. We can also mark them to take outside of the library as well.
- Items will be taken off reserve and personal copies returned to you at the end of the semester or as indicated above. If the items are kept in a folder, we will keep the folder here and will use it again for your reserve the next time it comes in.
- If the item is from our library, it goes on reserve automatically with the title that is found on the online catalog. Please use that title on your syllabus. For non-library items, give us the same title of the item that you use in your syllabus. This will help your students to know the specific title of the item to ask for as listed on the syllabus.
- Give the library at least 2 working days to put items on reserve before student usage. If items are to be on reserve for the first day of classes, please bring them to the library the week prior to the start of classes.