

Instructor Reserve Processing Information

Professor(s): _____

Course: _____

Semester: _____

Phone #: _____

Does this textbook replace one currently on Instructor Reserve?

- Yes
- No

If yes, what to do with the old copy?

- Leave on Instructor Reserve
- Return to Instructor/Division
- Donate to Library

Time Limit (Please select one)

- 1 hour limit (Overdue fine \$1.25/hour)
- 2 hour limit (Overdue fine \$1.25/hour)
- Library Use Only (No time limit)

Special Instructions:

- Student Equity
 - Other _____
- _____

Library Staff Only

Date Received: _____ By: _____

Date Processed: _____ By: _____

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