

**FGCU LIBRARY COURSE RESERVE REQUEST FORM**

**Books – Media**

**Date:** \_\_\_\_\_

(Complete one form for each title to be placed on reserve. Deliver the form along with the materials to the Circulation Desk for processing.)

**Instructor contact information:**

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dept: \_\_\_\_\_ Campus Address: \_\_\_\_\_ Adjunct? yes no

**Course information:**

Click on checkbox or use the space bar to select.

Semester: \_\_\_\_\_ Course Prefix and Number: \_\_\_\_\_ (ex: abc 2300)

Course Reference Number: \_\_\_\_\_ # of Students in this class: \_\_\_\_\_

Course title: \_\_\_\_\_

**Reserve item information:**

Date **ON** Reserve: \_\_\_\_\_ Date **OFF** Reserve: \_\_\_\_\_

Title: \_\_\_\_\_

Author/editor: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date: \_\_\_\_\_ Edition: \_\_\_\_\_

Volume(s): \_\_\_\_\_ # Pieces: \_\_\_\_\_

ISBN: \_\_\_\_\_

**Item Description:**

Book            Media            Other

**Comment:** \_\_\_\_\_

**Status of item:**

Library owns. Call number: \_\_\_\_\_ (Library staff will retrieve item from shelf.)

Personal Copy (Item must accompany request form)

Please purchase this item for reserve use (Allow six weeks to receive item.)

**Loan Period: (Select one. No selection results in 2 hr loan - "in library use only", default.)**

2 Hours    3 Hours    1 Day    2 Days    3 Days    7 Days

**Comments:** \_\_\_\_\_

**Contact:** FGCU Library - Customer Services Dept. Course Reserve Manager (239) 590-7611, or Circulation Desk, x7610.  
Fax: (239) 590-7609. Email: libcirc@fgcu.edu