

FGCU LIBRARY COURSE RESERVE REQUEST FORM

Books & Media

Current Date: _____

Date On Reserve: _____ Date Off Reserve: _____

Instructor Information

Name: _____ Email Address: _____ Phone: _____
Dept: _____ Campus Address: _____ Adjunct? yes no

Course Information

Semester: _____ Course Prefix and Number: _____ CRN(s): _____
of Students: _____ Course Title: _____

Reserve Item Information

If submitting more than three items at one time for a single course, please fill out this bottom portion for subsequent items and staple forms together

Title: _____
Author: _____ Publisher: _____ Date: _____
Edition: _____ Volume(s): _____ # Pieces: _____ ISBN: _____
Book Media Other
Status of Item:
 Library Owns. Call Number: _____ (Allow library staff 24 hours to retrieve.)
 Personal Copy. (Item must accompany request form. Barcode and other stickers will be placed on item.)
Loan Period (choose one): 2 Hours 3 Hours 1 Day 2 Days 3 Days 7 Days
Comments: _____

Title: _____
Author: _____ Publisher: _____ Date: _____
Edition: _____ Volume(s): _____ # Pieces: _____ ISBN: _____
Book Media Other
Status of Item:
 Library Owns. Call Number: _____ (Allow library staff 24 hours to retrieve.)
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Loan Period (choose one): 2 Hours 3 Hours 1 Day 2 Days 3 Days 7 Days
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Loan Period (choose one): 2 Hours 3 Hours 1 Day 2 Days 3 Days 7 Days
Comments: _____

**If an item needs to be purchased for the FGCU collection, please contact your subject liaison.
Contact Info: Course Reserve: (239) 590-7611 Circulation: (239) 590-7610 Reference: (239) 590-7630*