

Robert A. L. Mortvedt Library
Student Reserve Submission Form

Use this form **ONLY** if your instructor has already submitted a Reserve Request Form for **THIS** course and has made the necessary arrangements for student submissions.

Instructor: _____ Dept. & Course No. _____
(e.g., BUSA 101)

Student Name: _____ Student Telephone No: _____

Excerpts (not books) to be placed on reserve as Print only Electronic only Print & Electronic

List **Excerpts** on Reserve: (PLU books are automatically listed by the system as Title/Author)

Title/Author Author/Title Other: _____

RESERVE STATUS for **print** material: 2 hours 24 hours 3 days 1 week

Audio-Visual Material: Video DVD CD CD-rom Audio Tape Slides

RESERVE STATUS for **audio-visual** material: 2 hours 24 hours 3 days 1 week

SPECIAL INSTRUCTIONS: _____

Accepted by: _____

Date: _____