

Course Reserve Request Form

Instructors: complete and submit this form to place materials on electronic or print reserves in the library. To place personal items on print reserve, send or bring the items to the Library and IT Service Center with a copy of your request. See our Course Reserve page for additional information and policy. For assistance, contact library@mtu.edu.

Your Information

Instructor's Name:

Instructor's Email:

Person To Return Personal Item(s) To:

Department To Return Personal Item(s) To:

Course Information

Course Number:

Course Name:

Number of Sections/Students:

Semester(s): Fall Spring Track A Track B

Reserve Item Information

Title/Author:

Edition or Year:

Library Call Number or Personal Copy:

Reserve Type: Print Reserve E-Reserve

Reserve Period: 1 Hour 2 Hour 3 Hour 24 Hour 3 Day 5 Day

• see next page to enter additional items •



Michigan Technological University

J. Robert Van Pelt and
John and Ruanne Opie Library

Reserve Item Information



Michigan Tech
Van Pelt and
Opie Library

Title/Author:

Edition or Year:

Library Call Number or Personal Copy:

Reserve Type: Print Reserve E-Reserve

Reserve Period: 1 Hour 2 Hour 3 Hour 24 Hour 3 Day 5 Day

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