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# Reserve Desk Request Form

Thomas Cooper Library – University of South Carolina
(Please Print *Neatly*)

Today's Date: _____

Instructor Name: _____
(First Name) (Last Name)

Phone: _____

Course No. and Name: _____
(Example: ENGL102 – Composition and Literature)

Email: _____

Number of Students Enrolled: _____

Semester: Fall 20____ Spring 20____
Maymester 20____ Summer I 20____ Summer II 20____

Please choose a loan period from the list below. ***Note: Articles, personal copies, and films (DVD, VHS, etc.) are Building Use Only. If you do not choose a loan period, the item(s) will be BUILDING USE ONLY.***

1 BUILDING USE ONLY (2 hours) 2 OVERNIGHT (2 hours *or* 9pm to 9am) 3 ONE DAY 4 THREE DAYS 5 ONE WEEK

| | ***Call Number of Item*** | ***# of Copies*** | ***Title*** | ***Author (last, first)*** |
|---|---|---|---|---|
| 1 | | | | |
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***Photocopied articles are limited to one copy for every 30 students in the course. Please allow at least two business days to process Reserve items. Personal copies of items placed on Reserve may be treated with security and circulation devices that can cause permanent damage when removed.***

*Revised 07-17-2006*