



**Course Reserve Request Form (CRR)**

Course Reserve Request Form (CRR) is for academic staff to put books and other items on reserve for classes.

**Date:** .....

**Full Name:** .....

**School:** ..... **Program:** .....

**E-mail:** .....

**Semester to be on Reserve**

- 1<sup>st</sup> Semester
- 2<sup>nd</sup> Semester
- Summer Semester

**Course Name:** .....

.....

**1. Item Requested**

**Title:** .....

.....

**Author:** .....

**Edition:** ..... **Year Published:** .....

**Call Number:** ..... **Copy:** .....

**2. Item Requested**

**Title:** .....

.....

**Author:** .....

**Edition:** ..... **Year Published:** .....

**Call Number:** ..... **Copy:** .....

**3. Item Requested**

**Title:** .....

.....

**Author:** .....

**Edition:** ..... **Year Published:** .....

**Call Number:** ..... **Copy:** .....

**Loan Period to be Allowance for Students (Please specify):** .....

**Location of Reserved Items:**

- Main Campus Library