

Questions: If no date is specified, materials will be removed from Reserve at the end of the academic year or when item records show little or no usage.

To avoid any delays, sign and fill out the form completely.

f Material will be available for student use within 24-48 hours of submission. To best accommodate all faculty, Reserve materials will be processed in the order they are received.

f Library owned materials may remain on Course Reserves for up to 4 weeks.

f To have materials removed from course Reserves, please notify staff and allow 24-48 hours for materials to be properly withdrawn.

The material is placed on Course Reserves under the Instructor Name, Subject Code and Course Prefix.

For Course Reserves questions you may contact Marisela Chavez at 602-285-7889, SFU # S K R H Q L [F R O O] at 602-285-7360 or at 602-285-7360

LIST EACH ITEM TO BE PLACED ON RESERVE. IF MORE THAN 1 COPY, SPECIFY

Title and Author

Please note: "Consumable" works do not pass Fair Use. These items may not be placed on reserve for compliance.

Faculty or Dept Representative (Signature Required) Date