

# VCU Libraries

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

## Reserve Request Form for Personal Material, Library Books and Media

Use this form to add your personal material and VCU Libraries material to Reserves. Provide a full and accurate citation. *Please submit all requests at least one week prior to date needed.* All material will be removed from Reserves at the end of the semester, unless a new Reserve Request form is submitted. Personal materials that have not been picked up will be returned to your campus address. For complete Course Reserve information, refer to <http://www.library.vcu.edu/reserves/faculty/>

Faculty Name: _____	Date: _____
Last                      First                      Middle	
Department: _____	Box No: _____ Phone: _____
Email: _____	No. of Students: _____
Course No.: _____	Course Title: _____
(one course per sheet)	
<b>Reserve Period:</b> See reverse side. Please mark begin and end dates for each individual item. (one semester only)	
Fax or deliver this completed reserve request form to one of the following locations:	
James Branch Cabell Library, Media & Reserves Services:	804-828-7473 (fax)
Tompkins-McCaw Library, Service Desk:	804-828-6089 (fax)

Call Number	Author	Title	Loan Period check ONE	Start Date	End Date
			2 hours 1 day 3 days 7 days		
			2 hours 1 day 3 days 7 days		
			2 hours 1 day 3 days 7 days		
			2 hours 1 day 3 days 7 days		
			2 hours 1 day 3 days 7 days		

Over for more titles.

