XAVIER UNIVERSITY LIBRARY COURSE RESERVES

This form may be used for requesting that materials be place on course reserve. Please submit one form per course.

Please contact the reserves supervisor with any questions: Megan Martin | martinm29@xavier.edu | (513) 745-4896

Professor

Course Number ___________________________ Course Title ______________________________________________________________

LOAN PERIOD FOR RESERVES:

3 Hour-Closed (default loan): items must be used in the library. Recommended for items in high demand, of unusual value, and all personal copies of items.

3 Hour-Open: items may be taken out of the library. Recommended for items in high demand.

1 Day: items may be taken out of library and returned one day later. Recommended for items not in high demand.

3 Day: items may be taken out of the library and returned three days later. Recommended for longer works not in high demand.

7 Day: items may be taken out of the library and returned seven days later. Recommended for extensive reading assignments and for classes meeting once a week.

Title ____________________________________________ Loan __________________

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