

Give printed form and materials to library circulation staff. ELI Staff use campus mail.

Please note: Reserves can take up to 24 hours to be processed.

Name:

Phone:

Department:

Course Name & Number:

Campus:

LOAN STATUS (check one):

- Library Use Only
- 2 Hour Loan
- 1 Day Loan
- 3 Day Loan
- 1 Week Loan

KEEP ON FOR (check all that apply):

- Spring Semester
- Summer Semester
- Fall Semester
- Permanent Reserve

IF NOT PERMANENT RESERVE

Month and year you plan to retrieve item(s)

TITLE:

Please press Enter at the end of each line.

I have read the college copyright policy. Yes No

[Faculty Handbook Section 7.4000 Copyright Regulations.](#)

Please **PRINT** this form, and then give the printed copy to a library staff member at the Circulation Desk. ELI staff use campus mail. Thank you.

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