

1. Department Name and Course Number \_\_\_\_\_

2. Instructor(s) \_\_\_\_\_ 3. Phone \_\_\_\_\_

4. E-mail Address \_\_\_\_\_ 5. Semester(s) needed \_\_\_\_\_

I certify that this reserve request complies with the requirements of the Copyright Act (17, U.S. Code) as it applies to photocopied material. (See "Copyright Restrictions" below)

Signature \_\_\_\_\_

7. Date sent \_\_\_\_\_

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- **Use a separate Reserve List for each course.**
- All Reserve Lists are processed in order of receipt.
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**Questions? Contact Janet Douglas (419) 530-2894 or Katie Mihaly (419) 530-4135, [reserve@utnet.utoledo.edu](mailto:reserve@utnet.utoledo.edu)**

CALL NUMBER (Books Only)	AUTHOR	TITLE	Checkout Period*	Office Use
( 1 )			2 hrs	ON
			3 wks	OFF
( 2 )			2 hrs	ON
			3 wks	OFF
( 3 )			2 hrs	ON
			3 wks	OFF
( 4 )			2 hrs	ON
			3 wks	OFF
( 5 )			2 hrs	ON
			3 wks	OFF

**\*Checkout periods: 2-hour, 3 weeks**

CALL NUMBER (Books Only)	AUTHOR	TITLE	Checkout Period*	Office Use
(6)			2 hrs	ON
			3 wks	OFF
(7)			2 hrs	ON
			3 wks	OFF
(8)			2 hrs	ON
			3 wks	OFF
(9)			2 hrs	ON
			3 wks	OFF
(10)			2 hrs	ON
			3 wks	OFF
(11)			2 hrs	ON
			3 wks	OFF
(12)			2 hrs	ON
			3 wks	OFF
(13)			2 hrs	ON
			3 wks	OFF
(14)			2 hrs	ON
			3 wks	OFF
(15)			2 hrs	ON
			3 wks	OFF
(16)			2 hrs	ON
			3 wks	OFF
(17)			2 hrs	ON
			3 wks	OFF
(18)			2 hrs	ON
			3 wks	OFF
(19)			2 hrs	ON
			3 wks	OFF
(20)			2 hrs	ON
			3 wks	OFF