

Langston University Libraries

Course Reserve Materials Request Form

NOTE: All materials will be placed on “2 Hour Library Use Only” reserve unless otherwise requested.

Copies of articles and course materials can be scanned, bound and shelved with books and journals.

Date _____

Department _____

Faculty _____

Phone _____

Email _____

Course Prefix and Number _____

Course Title _____

Spring Fall Intersession

Date to Remove _____

Items will be removed at the end of each semester unless otherwise approved

Call Number(or ISBN)	Author	Title of Book or Journal

Expect 2-3 business days for processing your reserve.

Material will be removed at the end of each semester unless otherwise approved.

Office Use:

Date Received _____ Initials _____ Date Completed _____ Initials _____