AVILA UNIVERSITY®

EDUCATION WITHOUT LIMITS

Avila Library Reserve Placement Request

This form is to be filled out by an instructor or by library circulation desk staff when an instructor requests that an item be added to the library's course reserve collection. Fields marked with an asterisk (*) are required.

Instructor Name*:

Course Name*:   **Course Number*:**

Office Building & Room Number: **Office Phone:**

Please completely fill out a line in the table for each item you are placing on reserve. Frequently used loan lengths are provided below, but other lengths can be used as needed.

- **24-hour**
- **3-Day**
- **7-Day**
- **Library Use Only (please specify the number of hours the item should be loaned for)**

Item Type	Title	Author(s)	# of Copies	Loan Length	Removal Date

For questions, please contact the Library Director at 816.501.2912 or email library@avila.edu.
Thank you!