



Michigan Tech
Van Pelt and
Opie Library

Course Reserve Request Form

Instructors: complete and deliver this form to the library in order to place physical materials on Course Reserve. To place personal items on reserve, send or bring the items to the Library Circulation Desk with a copy of this request form. Forms are also available at the Circulation Desk.

Instructors may use their Canvas course site to embed or share electronic content.

Failure to provide complete information on this form may delay placing requested items on Course Reserve. Contact ill@mtu.edu with any questions or for assistance.

Your Information

Instructor's Name:

Instructor's Email:

Return Personal Items To (Name/Department):

Course Information

Course Number:

Course Name:

Semester: (check all that apply)

Fall

Spring

Summer Track A

Summer Track B

Item Information

Title/Author:

Edition or Year:

Library Call Number or Personal Copy:

Borrowing Period:

1 hour

2 hours

3 hours

1 day

3 days

5 days

Is this item for In Library Use Only? (For hourly loans only)

Yes

No

• see next page to enter additional items •



Michigan Technological University
J. Robert Van Pelt and
John and Ruanne Opie Library



Michigan Tech
Van Pelt and
Opie Library

Item Information

Title/Author:

Edition or Year:

Library Call Number or Personal Copy:

Borrowing Period:

- 1 hour 2 hours 3 hours 1 day 3 days 5 days

Is this item for In Library Use Only? (For hourly loans only)

- Yes No
-

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Edition or Year:

Library Call Number or Personal Copy:

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