### Reserve Request Form

**Rutgers University Libraries**

**Today’s Date**

**Instructor’s Name** ____________________________  **Phone Number** ____________________________

**Campus Address** ____________________________  **E-mail Address** ____________________________

**Course Title** ____________________________  **Course Number** ____________________________

**Department** ____________________________  **Enrollment** ____________________________

**Place Materials on Reserve for the following semester:**  
- Fall  
- Spring  
- Summer  
- Other: ____________________________

***Please prioritize your requests by weeks of the semester, it will help us manage workflow and ensure materials are available when students need them. If applicable, give us the actual date of the reading assignment. Thanks.***

<table>
<thead>
<tr>
<th>Week Needed</th>
<th>Call No.</th>
<th>AUTHOR Last name first</th>
<th>TITLE book title, publisher, date, edition</th>
<th>STATUS (Library Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#cpy</td>
</tr>
</tbody>
</table>

**R/S:** Required or Supplemental  
**#cpy:** Number of copies on Reserve  
**RRS:** Borrowed from another RU library  
**RCL:** Recalled  
**ORD:** Ordered  
**LOC:** RUL Locations