

BIC RESERVE FORM: AUDIOVISUAL MATERIALS

Professor Name & Department		Course Name & Number	
Number of Students	Date of Request	TERMS OF USE (check one) <input type="checkbox"/> 2 hrs. in library ONLY (standard for faculty-supplied items) <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 3 days (fines for this period are \$5/day)	
Semester/Year	Office Phone Number		
# of Copies	Format (i.e. CD)	Title and Author(s)	
<ul style="list-style-type: none">• Details on course reserves are available on the Faculty Resources section of our Web site located at: http://www.cox.smu.edu/intranet/bic/bicfac• Items will be removed from reserve status at the end of each semester• A new request form must be filled out for each semester			
<p>_____</p> <p>(Signature of requesting professor)</p>			