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Professor Name & Department		Course Name & Number	
Semester and Year	Number of Students	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)	
Date of Request	Professor's Office Phone Number		
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- Items will be removed from reserve status at the end of each semester
- A new request form must be filled out for each semester

(Signature of requesting professor)