****

**Vanguard University Course Reserve Submission Form**

**Semester and Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Information** | | | **Contact Information** | | | |
| **Instructor’s Name** |  | | **Name:** |  | | |
| **Department & Course #:** |  | | **E-mail:** |  | | |
| **Course Title:** |  | | **Cell Phone:** |  | | |
| **# of students in class** |  | | **Ext. #:** |  | | |
| **Items to Place on Reserve**  **\*\*The library reserves the right to change the code based on usage. \*\*** | | | | | | |
| **Title and Author** | | **Material Type: Book, DVD/VHS, periodical etc.** | **Call # /Professor owned** | | **Reserve Code\*** | Barcode #  (Staff Use) |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1 HR Library Use only (LUO)** | **2HR Library Use**  **only (LUO)** | **23 HR DVDs only** | **LIBR: Pam Crenshaw Ext. 6377**  **3-4-2015 updated** |