****

**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** |