

Macalester College Library Reserve Request Form

Please remember: we need eight working days for processing.
We may need up to 30 days if we need to seek copyright permission.

Faculty name and department _____

Course name and number (please enter all cross-listings) _____

Author _____

Title _____

Call number, if library book _____

Type of Reserve (circle one) 2hr 24hr 48hr 7day

Academic term (circle one) Fall Spring

Electronic reserve? (for reprints only) YES NO

Date by which students need to read _____

Please note: Full citation must be written on material

Date received _____ E-file name _____ **Library use only**
Processed date _____ Checked on the catalog _____

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