Albion College | Library

Albion College Library Course Reserves Request Form

Please complete a separate Course Reserves Request Form for each course. Please allow a minimum of 48 hours to process your request. If you are supplying your own materials, please deliver them to the Circulation Services Coordinator. <u>Before placing requests, we encourage the instructor to check LibrarySearch for online copies of needed books, videos, and articles.</u> If you need assistance with this process, please email library@albion.edu.

Instructor Name: _____ Semester/Year: _____

Department: _____ Course Number: _____

Course Name: _____

Author	Title	Ownership		Loan Period	
		Personal Copy	Library Copy	2 Hours (in library use only)	4 Hours (in library use only)