

UTS: LIBRARY

Reserve Request Form

PDF for Staff

Processing of materials may take up to one week, or longer in peak periods. Items will be processed faster if you collect them from the shelves and bring them to Reserve with this form completed.

Lecturer's Name: _____
Faculty: _____
Subject Name: _____ Subject No.: _____
Is this required for an assignment?
<input type="checkbox"/> No <input type="checkbox"/> Yes, due: __/__/____
Remove the item from Reserve at the end of:
<input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2
Signature: _____ Date: __/__/____

Please complete the relevant section/s below:

1.

Title of item: _____

Author of item: _____

Library copy? No Yes, Call No.: _____

2.

Title of item: _____

Author of item: _____

Library copy? No Yes, Call No.: _____

3.

Title of item: _____

Author of item: _____

Library copy? No Yes, Call No.: _____

4.

Title of item: _____

Author of item: _____

Library copy? No Yes, Call No.: _____

5.

Title of item: _____

Author of item: _____

Library copy? No Yes, Call No.: _____

6.

Title of item: _____

Author of item: _____

Library copy? No Yes, Call No.: _____