

**Falcone Library
Journal Article
Reserve Request Form**

A course syllabus must be on file at Circulation Services. If we do not have one, please submit it with this form.

Processing a reserve request may take at least one work day, and within the first two weeks of the semester, it may take up to four days. Please submit your requests as early as possible.

Name: _____

Email Address: _____

Office Address: _____ **Phone Number:** _____

Course #: _____

Course Name: _____

After what date is this no longer needed? _____

Author of article: _____

Title of article: _____

Title of Journal: _____

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Is this a personal copy? Yes _____ **No** _____

Additional Comments or information : _____