



WILMINGTON UNIVERSITY LIBRARY RESERVE MATERIAL REQUEST FORM

1. Complete the form and return it to the desired Library Site or e-mail the appropriate site librarian and attach the completed form to the e-mail.

New Castle/New Jersey: william.l.smith@wilmu.edu
 Dover: adrienne.m.johnson@wilmu.edu
 Wilson Grad Center: adrienne.m.johnson@wilmu.edu
 Georgetown: mdrugash@dtcc.edu

Materials to be placed on reserve:						
Term(s) offered: (please check one)						
Fall	Block I <input type="checkbox"/>	Spring	Block I <input type="checkbox"/>	Summer	Block I <input type="checkbox"/>	
	Block II <input type="checkbox"/>		Block II <input type="checkbox"/>		Block II <input type="checkbox"/>	
	Semester <input type="checkbox"/>		Semester <input type="checkbox"/>		Semester <input type="checkbox"/>	
Length of reserve: (please check one)						
Library Only <input type="checkbox"/>		One Night Only <input type="checkbox"/>				
Three Nights Only <input type="checkbox"/>		One Week Only <input type="checkbox"/>				
Course ID Number:						
Course Title:						
Instructor's Name* (First & Last):						
<i>*If you would like items returned to you, please provide an address on the back of this page, or a phone number where you can be reached.</i>						

For Library Staff Only	
Date Received In Library:	
By Staff Member:	

For Processor	
Date Placed On Reserve:	By:
Date Removed From Reserve:	By: