Date of Request: ________________________________

Course Reserve Removal

- Remove all item loan labels on front of cover.
- Give completed form to Romea, or place in her mailbox.
- Desensitize item(s) before giving to the instructor.
- Remove barcode(s) and place below.

Instructor: __________________________________________

Authorized Signature: ________________________________

Request accepted by: __________________________________

Course Information

Course Name: ________________________________________

Course Number: _______ _______ _______

List Titles/Call Numbers to be deleted:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

**Did Instructor take item(s)?  __ YES  ___ NO

Barcodes (if available):