CENTRAL WASHINGTON UNIVERSITY

BROOKS LIBRARY RESERVE FORM

COURSE #_____

OFFICE USE ONLY

YEAR:

☐ **FALL** ☐ **WINTER**

☐ **SPRING** ☐ **SUMMER**

INSTRUCTOR:

COURSE #:

COURSE NAME:

OFFICE USE ONLY

DATE ON:

DATE OFF:

FINAL INITIALS:

ON CHECKLIST

- ☐ CREATE COURSE
- ☐ CREATE READING LIST
- ☐ ADD ITEM TO BOTH
- ☐ SCAN IN (TEMPORARY—RESERVE)
- ☐ PROCESS PHYSICALLY (TAPE/DOT LABEL)
- ☐ ADD TO RESERVE SHELVES

OFF CHECKLIST

- ☐ REMOVE DOT LABEL
- ☐ SHIPPING ADDRESS (IF PERSONAL)
- ☐ REMOVED FROM READING LIST
- ☐ REMOVED COURSE
- ☐ SCAN IN (RESTORE)
- ☐ EMAIL TITLES AND BARCODES TO CATALOGUING
- ☐ CAMPUS MAIL

CALL # (IF PERSONAL COPY, LEAVE BLANK)	**TITLE**	**OFFICE USE ONLY BARCODE #**