

## Heafey Law Library Course Reserve Form

**Date:**

**Semester:**

**Professor Name [please print]:**

**Class Title:**

**How Long Can Students Check Material Out? (check one)**

**2 Hours [material cannot leave the library]**

**24 Hours [material can leave the library]**

**How Long Should The Material Stay On Reserve? \_\_\_\_\_**

**Did You Want Your Personal Material Returned When Taken Off Reserve? [Y/N]: \_\_\_\_\_**

**Special Instructions/Comments: \_\_\_\_\_**  
\_\_\_\_\_

**Do You Need Help With Course Reserves Or Posting Materials On ClaraNet?**

- **Carl Frazier, Course Reserve Manager, x1790, [cfrazier@scu.edu](mailto:cfrazier@scu.edu)**
- **Lucio Ortiz, Circulation Manager, x2168, [lortiz@scu.edu](mailto:lortiz@scu.edu)**
- **Heafey Circulation Department, x4072**

Please fill out this form completely and return it with the items you want on reserve to the Circulation Desk inside of Heafey Law Library. Please allow at least 3 business days for materials to be processed and placed on reserve. Thank you.

### For Staff Use ONLY

Date Processed:

Initials:

Date Removed:

Initials:

Date Returned:

Initials:

Please attach listing of items processed