**Date submitted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Instructor Information**(If taught by more than one, please list all.) |
|  |  |  |
| *Instructor Name* | *Phone* | *Email* |
|  |  |  |
| *Instructor Name* | *Phone* | *Email* |
| **Course Information**(If course is cross-listed, please list all.) |
| Circle Semester: Fall Spring Summer  | Year: |  |  |
|  |  |  |
| *Department* | *Course Number* | *Course Title* |

* Please provide as much information as possible to help us expedite your request.
* Most requests are processed within 2-3 days but may take longer if submitted during the first few weeks of the semester.
* Complete as many copies of page two as needed.
* Submit a Proxy Borrower Application (available at the Help Desk) to designate other users who are authorized to check out library materials on your behalf.
* If you want to go green, create a course and submit Reserve items online via Ares, the library’s e-Reserves system. Log on with your WUSTL key at <http://ares.wustl.edu/ares/>.
* Submit completed forms at the Olin Library Help Desk or email reserve@wumail.wustl.edu.
* Contact us at 935-5451 or reserve@wumail.wustl.edu for assistance or to schedule a Reserves consultation.

**Special Instructions:** (Other details that would help us process your request?)

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| **Author:** |  |
| **Title:** |  | **Edition:** |
| **Loan Period:** | **□ 2-hr □ 3-hr □ 1-day □ 2-day □ 5-day** |
| **Assignment Date:** |  | **□ Required □ Supplemental** |
| **Article/Chapter to be scanned:** |  | **Illustrations important? □ Yes □ No** |

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