

# CONCORDIA COLLEGE

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## NEW YORK

### Request for Materials to be Placed on Reserve

- Please complete this form and give it with the materials to a reference librarian
- Please bring in all materials to the library at least 2 days prior to the reserve start date - note that due to discrepancies between volumes and editions we will not retrieve any materials

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course Number: \_\_\_\_\_ Abbreviation: \_\_\_\_\_ Course Title: \_\_\_\_\_

Dates for Materials to be on Reserve: From: \_\_\_\_\_ To: \_\_\_\_\_

If the materials are personal do you mind if we affix barcodes and pockets? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Number of Books: \_\_\_\_\_

Number of Articles: \_\_\_\_\_

Number of DVDs/CDs: \_\_\_\_\_

Special Instructions:

Please choose one of the following options:

\_\_\_\_\_: 2 Hour Reserve with Overnight - BOOKS ONLY

\_\_\_\_\_: 2 Hour Reserve with NO Overnight - BOOKS ONLY

\_\_\_\_\_: 3 Day Reserve – DVDs ONLY

*Thank You!*

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171 WHITE PLAINS ROAD, BRONXVILLE, NY 10708  
PH: 914.337.9300 FX: 914.395.4500 WWW.CONCORDIA-NY.EDU

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