



BU Faculty Reserve Shelf Form

Please keep on the Reserve Section the following books/materials for the use of students:

Name of Faculty: Term/ Academic Year:

Course Title & No. Date of Request:

No. of Students: Over Night Room Use Only

	Book Record No. / Personal Copy	Author	Title
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Please Note:

The Library needs at least 3 days to put the books on the Reserve Section before the teacher notifies the class that they are available in the Library.

Notify the Library staff when you are done with your course or if you want to extend the period of keeping course materials on the reserve shelf.

Personal books/materials must be taken by the teacher before the final exams.

Faculty Signature

Date

Staff Signature

Date