UWM

UW-Milwaukee Music Library

Music Library Physical Reserve - Request Form

Please fill in the form *completely*. All information is required to place materials on reserve. Any missing information will delay implementation of this Reserve List.

Return this form directly to Rebecca Littman or Elizabeth Walloch. **Reserves will be processed as quickly as possible**, usually within 2 working days.

Faculty Name: **Department:**

Phone Number **Email:**

Course Name: **Course Number:**

Semester On Reserve **Date Submitted**

Author/Composer	Title	Call # **	S*

*staff only category

**If the item being placed on reserve is your personal copy, please leave the call number box blank. Music Library staff will create a call number for it at the time it is entered into the system.

Staff Use Only

Date Received: _____/_____/_____ By Whom? _____

Assigned to: _____ Date Completed: _____