

Course Reserve Request form

Requested by: _____ _____				Unit/Department/College: _____			
Position: _____ _____				Date _____ _____			
No.	Title	Author	Publisher	Edition	Year	Categories*	Format
No.	Number of concurrent users	Course	Number of Students	Course Start	URL	Other information	
Requester <i>sign</i>		Unit Head		Dean/ Vice Dean/Director (FAS) <i>approved</i>			

* for books indicate textbook, reference book, etc.