

**REQUIRED READING BOOK REQUEST**

**SEMESTER:**     **Fall**                       **Spring**                       **Summer**                      **Year** \_\_\_\_\_

Instructor \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_ Total # of Students \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

ONLY **REQUIRED** BOOKS WILL BE PLACED ON RESERVE.

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_ Date/Edition \_\_\_\_\_

**PLEASE CHECK ONE BOX AND FILL IN INFORMATION:**

Book Not Owned by QC (needs to be ordered) ISBN# \_\_\_\_\_

Is the book available in the Queens College Bookstore?    Yes            No

Book Not Owned by QC (attached is a personal copy to be placed on Reserve)

Book Owned by QC: Call Number \_\_\_\_\_

(Delivering the book directly to the Reserve Processing Unit on the 2nd floor will expedite your request.)

PREFERRED LOAN PERIOD:     2 Hours             3 Hours             1 Day             3 Days             7 Days

Room use only?     Yes     No

Author \_\_\_\_\_

Title \_\_\_\_\_

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