

**SECTION I: COURSE INFORMATION**

Course Name		
Course Number		
Semester/Year		
Instructor		
Prepared by	Telephone	Date

 **INSTRUCTIONS**

1. Fill out Sections I and II
2. Use one form for each course reserve or handout title
3. Place form on top of title
4. Route to Law Library

**SECTION II: ITEM INFORMATION**

Check One <input type="checkbox"/>  <input type="checkbox"/>	<b>Course Reserve Title</b>	<b>Number of Copies</b>
	<b>Handout Title</b>	<b>Handout Number</b>

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