# Reserve Request Drop-Off

Date:
mm / dd / yyyy

**Select Final Reserve Destination:**

☐ ACCOUNTING ☐ AFA ☐ BUSINESS ☐ GERONTOLOGY ☐ LEAVEY
☐ MUSIC ☐ **ONLINE / E-Reserves** ☐ PHILOSOPHY ☐ SCIENCE

Please indicate the type of materials submitted in the checkboxes below. **Use two separate forms, if submitting items for both Electronic Reserve and Physical Reserve. * Items will not be processed, unless first submitted via Ares.**

☐ Photocopy to Be Scanned (E-Reserves Only) ☐ Personal Item for Physical Reserve (e.g. BOOK, CD, VIDEO, etc)

INSTRUCTOR NAME: _____, _____ _____
Last Name First Name Email Address

COURSE: _____ (ex. WRIT 140)

SEMESTER:_____ NUMBER OF ITEMS SUBMITTED: _____

Accepted By_____ Unit: _____

Please be advised that photocopies will NOT be returned. Contact idd@usc.edu, if you have any questions.

----------cut/fold here----------

# Reserve Request Drop-Off

Date:
mm / dd / yyyy

**Select Final Reserve Destination:**

☐ ACCOUNTING ☐ AFA ☐ BUSINESS ☐ GERONTOLOGY ☐ LEAVEY
☐ MUSIC ☐ **ONLINE / E-Reserves** ☐ PHILOSOPHY ☐ SCIENCE

Please indicate the type of materials submitted in the checkboxes below. **Use two separate forms, if submitting items for both Electronic Reserve and Physical Reserve. * Items will not be processed, unless first submitted via Ares.**

☐ Photocopy to Be Scanned (E-Reserves Only) ☐ Personal Item for Physical Reserve (e.g. BOOK, CD, VIDEO, etc)

INSTRUCTOR NAME: _____, _____ _____
Last Name First Name Email Address

COURSE: _____ (ex. WRIT 140)

SEMESTER:_____ NUMBER OF ITEMS SUBMITTED: _____

Accepted By_____ Unit: _____

Please be advised that photocopies will NOT be returned. Please contact idd@usc.edu, if you have any questions.