

Form C

Books to be ordered by the library

Boston University
 Mugar Memorial Library
 771 Commonwealth Avenue
 Boston, Massachusetts 02215
 Reserve Desk: (617) 353-3739

For Office Use Only

Log			
Directory			
Copy			
Innopac			

List only books *not* owned by the library.

Detailed information is required to ensure the proper book is ordered.

Books are **not guaranteed** to arrive during the semester needed.

A **minimum** of 4-6 weeks should be allowed for book orders.

Information must be legible for staff to process this form.

Separate forms are necessary for library-owned books, personal copies, and journal articles.

Instructor _____
 Course Number (s) _____
 Office Phone _____
 Office Address _____
 E-mail _____
 Loan period: (choose only one)
 2 Hour _____ 24 Hour _____ 3 Day _____
 Semester (s) needed:
 Academic Year _____
 Fall _____ Spring _____ Sum 1 _____ Sum 2 _____
Or
 Permanent Reserve _____
 (for courses offered 3 or more consecutive semesters)

For Office Use Only		Author's Name (last, first)	Complete Title	Year of Publication	Publisher & City	Price
ISBN:						
ISBN:						
ISBN:						
ISBN:						
ISBN:						