

## Reserve Cover Sheet for Articles and other Photocopies

**Cover Title** \_\_\_\_\_

\_\_\_\_\_  
(Title to be put on folder)

**Bibliographic Information for the Article:** \_\_\_\_\_

\_\_\_\_\_  
(Required by law)

**Faculty:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Usage (choose 1):**

4 hour use \_\_\_\_\_

Overnight \_\_\_\_\_

3 - Day \_\_\_\_\_

**Processing:**

Normal: \_\_\_\_\_

Rush: \_\_\_\_\_

Today's date \_\_\_\_\_