Reserves Retention/Removal Form
Swem Library/College of William and Mary

PLEASE RETAIN MY RESERVES READING LIST
(Please complete the appropriate spaces)

Today's date _______________________

Professor ______________________________ Telephone ______________________

**Course and Number**
Retain through: Fall____(year) Spring____(year) Summer____(year)

**Course and Number**
Retain through: Fall____(year) Spring____(year) Summer____(year)

**Course and Number**
Retain through: Fall____(year) Spring____(year) Summer____(year)


PLEASE REMOVE MY MATERIAL FROM RESERVE
(Note: we will return photocopies and any personal copies to your campus office.)

Today's date _______________________

Professor ______________________________ Telephone ______________________

**Course and Number**
Date to remove materials: _________________________

**Course and Number**
Date to remove materials: _________________________

**Course and Number**
Date to remove materials: _________________________


Please return this form to the Reserve Desk, Swem Library
For more information, please contact Reserves at swresv@wm.edu or (757) 221-3072