

Hawaii Pacific University Libraries

Reserves Request Form – Equipment

- Submit this form to the Circulation services desk of the library where the equipment will be housed.
- Processing time is 2-3 working days.
- Requests are processed in the order received.
- The University Libraries are not responsible for damaged, lost, or stolen property on reserve.
- Select a loan period for each item on reserve: “LUO” (library use only), “1D” (one day overnight), “2D” (two days), “7D” (seven days).

Date: _____	Department: _____
Instructor name: _____	Course number: _____
Campus address: _____	Course title: _____
Phone: _____	Year: _____
Email: _____	Semester: _____

ALL ITEMS WILL BE REMOVED FROM RESERVE AT THE END OF THE CURRENT SEMESTER UNLESS ANOTHER DATE IS SPECIFIED. _____

Accepted by (library staff initials) _____

Barcode	Item	# of Items	Loan period

