Please use this FORM if you would like to check out additional textbooks. Only include books you have not requested before. Allow 1 business day for processing your request.

**Instructions:**
1. Review the ASP Library Inventory form on the Google Drive.
2. Complete and submit this FORM. Books reserved by 11:00am each day will be ready for pick up by the next business day.
3. Stop by the Center for Student Advising office to retrieve your textbooks during the following hours: **Tuesday and Friday from 10:00am – 12:00pm and 2:00pm– 4:30pm. If you are unable to make any of these times, please email Matthew Wingert at mw2883@columbia.edu and we will work out a time.**
4. When you arrive to the office please log in as a walk-in at the front desk.
5. You should wait in the Alma Mater Waiting Area and someone will be available to assist you.
6. This procedure is the same for students who wish to reserve a graphing calculator.
7. To reserve a Graphing Calculator, please remember to choose YES at the bottom of your form.

As a friendly reminder, there are a limited amount of books available. Therefore, books will be reserved for students on a first come, first serve basis.