

RESERVE REQUEST FORM

ONE FORM PER TITLE

DATE _____

IF THIS IS A PERSONAL ITEM, MAY WE ADHERE A CLEAR PLASTIC POCKET TO IT?

I AGREE I DISAGREE

MAY WE ADD A SECURITY STRIP AND SPINE LABELS TO THIS ITEM?

I AGREE I DISAGREE

LOAN PERIOD FOR RESERVE ITEM: PLEASE CIRCLE ONE

LIBRARY USE ONLY (2 HRS IN LIB) 1 DAY LOAN 2 DAY LOAN 7 DAY LOAN

I UNDERSTAND A 48 HOUR PROCESSING PERIOD IS REQUIRED BEFORE ITEM IS AVAILABLE FOR STUDENT USE. I WILL COMMUNICATE THIS TO STUDENTS.

I AGREE I DISAGREE

Materials will be removed from library reserve at the end of the semester(s) indicated above. Instructors are responsible for picking up their materials at the end of the semester. The library will not be held responsible for materials not picked up by the instructor. Unclaimed and/or outdated texts may be placed in front of the library and given away for free. Library-owned materials placed on reserve will be returned to the stacks at the end of each semester. A new request for library-owned materials to be placed on reserve needs to be submitted each semester.

I AGREE I DISAGREE

SEMESTER(S) ON RESERVE _____

COURSE NAME/NUMBER

ex. ENG 110

CLASS INSTRUCTOR _____

CONTACT NAME FOR ITEM

(IF DIFFERENT THAN INSTRUCTOR)

PHONE OR EXT _____

@mcc.commnet.edu

EMAIL _____

STAFF USE ONLY

7/12 DB

DATE COMPLETED & INITIALS _____

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