Library Reserves

Please print and bring a copy of this form with the textbook or item to the Circulation Desk. More information at Library Reserve Policies and FAQs, including e-Reserves. [http://www.arc.losrios.edu/arclibrary/Faculty_Services/Reserves.htm]

Allow five working days to process materials. Thank you.

Instructor ____________________   _________________ Dept. ___________________

Last Name  First Name

Email _____________________________________ Phone __________________

Course No. & Name __________    _____________________________________________

Title _____________________________________________________________________

Author _______ _____________________ Latest Edition only (per lib. policy) ______

Note: If you want library material to be moved to Reserves for your class, enter its call number here: (possible only for ARC holdings, not SCC, CRC, etc.) ______________________________

Length of Checkout:

2 hour:  □ Library Use Only  □ Overnight (Checkout within 2 hours of closing)

□ 1 day

□ 3 day

□ 1 week

When the reserve placement is over (note policy on right):

Return my personal copy:  □ yes  □ no

Or consider it a permanent library donation:  □ yes  □ no

Comment: (optional)

The library is not responsible for lost, stolen, or unreturned items. I recognize ARC Library policy on reserves, and U.S. Copyright Law, in regard to these materials.

Instructor’s signature ____________________  Date ____________________

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