

RESERVES

Only faculty members can put items that they own or are from the Library Collection on **RESERVE**. Items that are directly related to the course curriculum may be placed on reserve at the Circulation Desk for up to 2 weeks or, with the approval of Library Director, up to the duration of the course.

- Material must be in the Library 24 hours before students are notified that item is on reserve.
- If any of the information is missing or the **Instructor** did not originate request, the item will not be put on reserve.
- Library collection items checked out will not be recalled.
- If the Item is a photocopy of materials directly related to the course curriculum, each page and/or set must be numbered.

Today's Date _____

Name of Instructor _____

Program _____

Item Type: Video Book Xerox Other _____

Title of Item _____

What will students ask for, if different from Title? _____

May be copied: Yes No

Library use only: Yes No Overnight checkout: Yes No

Reserve Beginning Date _____ **Removal Date** _____

Staff use only. Must be filled out at time of reserve item placement.	
Circulation Librarian Initials _____	Location: _____
Return item to Name/Dept _____	Return item to collection _____
Discard _____	Date removed _____