

GAVILAN  LIBRARY
REQUEST FOR RESERVE

Course Name / No. _____

General guidelines for reserve materials

Please initial:

- ___ 1. No more than 10 items per instructor per course.
- ___ 2. No overnight checkout is recommended.
- ___ 3. Reserve items will be removed from reserve on the last day of the academic year unless otherwise requested.
- ___ 4. Allow **two working days** to complete the processing of reserve items.

Please put the following items on reserve:

<u>Author</u>	<u>Title</u>	<u>Year/Ed</u>	<u>Barcode</u>

___ 2 hr reserve ___ 4 hr reserve
___ Other (special Instructions) _____

Please Observe Copyright Compliance

Instructor's Name (printed): _____ Date: _____
Signature: _____ Phone: _____ Email: _____

For Library Use Only	
Date received: _____	Action taken by: _____
Date removed from reserve: _____	Received by: _____
	(Instructor's signature)