

Circulation Services Instructor Reserve Form

Dear Instructor: It may take up to 48 hours for your item(s) to be processed and made available. Thank you for your patience.

Instructor: _____ Ext/Email: _____

Date that item is to be placed on reserve: _____

1. You may complete a single form if all the items you are putting on Reserve will have the *same* preferences.
2. If the items will have different preferences, please use a separate form for each preference type.
3. Please limit library-owned items placed on Reserve to ten maximum (allow one week for processing).

NOTE: NO PHOTOCOPIED MATERIALS OTHER THAN PRACTICE TESTS OR SCRIPTS.

Instructor: Please mark your preference(s)

_____ Library Use Only - Mark one: 30 Min___ 1 Hour___ 2 Hour___ (Recommended)

_____ Overnight – Mark one: 1 Day___ 2 Day___ 3 Day___ 7 Day___ 14 Day___

_____ Overnight if checked out 2 hours before closing (return next day @ 9am)

- Would you like to donate your item(s) to the library? Mark one: YES___ NO___
- If not donating, would you like to extend your Reserve item(s) for future semesters? Please specify.

- On what date will you pick up your item(s) (if not extending)? _____

| <u>Course & No.</u> | <u>Title</u> | <u>Author</u> | <u>Barcode (Staff Use)</u> |
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OFFICE USE ONLY

Staff accepting items: _____

Notes:

- Brief Bib Record
- Tattle Tape/Stickers
- Policy & Due Date Slip
- Instructor Emailed
- List Updated