Faculty Reserve Entry Form

Date _______________________

Course Number________________ Course Name__________________________________________

Title of Material ____________________________________________________

Reserve through __________________________________________

1. At the end of the reserve period what would you like us to do with this item?
□ Return it to you     □ Contact you for further instructions     □ Donate the item to the book sale

2. Loan Period:
□ 2 hour in-library use only     □ 1 Day Loan     □ 3 Day Loan     □ 7 Day Loan

3. Does Material Meet Copyright Guidelines?  □ Yes  □ No

4. Do you want a list of students who used the item?  □ Yes  □ No

Instructor Name______________________________ Instructor Telephone _______________________

Campus Address______________________________ Department Chair __________________________

Email address ____________________________________________

Reserve Items that have not been checked out for 2 years or more will be returned to the instructor or to the collection.

Please allow us at least 24 hours to process this item before it is made available to students.

Additional Courses for this Item

Course Number________________ Course Name__________________________________________

Course Number________________ Course Name__________________________________________

For Internal Use Only

In CCLINC yes __ no__ Item ID ________________ OCLC number ______________________

Record created by ____________________________ Date ______________________

Communication regarding this item __________________________________________

________________________________________

Dates for library follow up: ____________________________

Item removed from reserve and relocated to ____________________ by ______________ Date ______

□ Removed from reserved     □ Call # changed

□ Removed temporary record     □ Changed current location

Rev. 3/02/2012