

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.

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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