

**San Antonio College Library
Reserve Request Form**

Information: Reserve consists of two collections. The first is a collection of items in MLC 315 assigned restrictive loan periods. It includes books, videotapes, DVDs, CDs, book chapters, magazine/journal/newspaper articles, and professor's materials (e.g., class syllabi, lecture notes, homework assignments/solutions, sample tests/papers, etc.), put "on reserve" by San Antonio College (SAC) instructors or departments. This ensures greater availability to user groups, such as students, in a particular course. MLC 315 is on the third floor in Moody Learning Center.

The second is **electronic reserve**. In addition to photocopied items on Reserve in MLC 315, the library can put copies on electronic reserve. Students can access electronic reserve items through the SAC Library Catalog 24 hours/day, 7 days/week by course or instructor from any Internet connected computer. After typing in their names and social security numbers, students get access to the full text of Reserve items just as if they had checked out the items from Reserve in MLC 315. In addition, a unique password may be assigned to a reserve item so that only individuals knowing the unique password can access the reserve item.

- If applicable, reserve items **must** have copyright permission. Please see **Reserve Guidelines for Faculty** at <http://www.accd.edu/sac/lrc/librns/ralph/reserves/ResFac.htm>.
- If placing library-owned or personal books, videotapes, DVDs, or CDs on reserve, please bring them to the Reserve Desk (MLC 315) to ensure availability.
- If placing copies of book chapters, articles, or professor's materials (e.g., class syllabi, lecture notes, homework assignments/solutions, sample tests/papers, etc.) on reserve, please furnish a folder for each copy.
- Please allow two (2) working days for processing.
- **See page 2 to provide information for an Internet resource.**

Instructor: _____ Date: _____

Phone number: _____ Course: _____

Place the photocopied item(s) on electronic reserve. Yes No

If yes, do you want a unique password assigned to the electronic reserve item(s)? Yes No

List the password you want assigned to the item(s). _____

1. Title of book/videotape/DVD/CD/magazine, journal, newspaper/professor's material: _____

Author(s)/Editor(s) of book: _____

Place of publication & publisher & date of publication for book: _____

Volume number & date of magazine/journal/newspaper issue: _____

Author of chapter/article: _____

Title of chapter/article: _____

Pages of chapter/article: _____ Number of copies: _____

Designate the check-out period: 2-hour library use only 1 day reserve 2 day reserve
Additional check-out periods for videotape, DVD, CD: 3-hour library use only 4-hour library use only 6-hour library use only

(Over)

2. Title of book/videotape/DVD/CD/magazine, journal, newspaper/professor's material: _____

Author(s)/Editor(s) of book: _____

Place of publication & publisher & date of publication for book: _____

Volume number & date of magazine/journal/newspaper issue: _____

Author of chapter/article: _____

Title of chapter/article: _____

Pages of chapter/article: _____ Number of copies: _____

Designate the check-out period: _____ 2-hour library use only _____ 1 day reserve _____ 2 day reserve
Additional check-out periods for videotape, DVD, CD: _____ 3-hour library use only _____ 4-hour library use only _____ 6-hour library use only

3. Title of book/videotape/DVD/CD/magazine, journal, newspaper/professor's material: _____

Author(s)/Editor(s) of book: _____

Place of publication & publisher & date of publication for book: _____

Volume number & date of magazine/journal/newspaper issue: _____

Author of chapter/article: _____

Title of chapter/article: _____

Pages of chapter/article: _____ Number of copies: _____

Designate the check-out period: _____ 2-hour library use only _____ 1 day reserve _____ 2 day reserve
Additional check-out periods for videotape, DVD, CD: _____ 3-hour library use only _____ 4-hour library use only _____ 6-hour library use only

Internet resource

4. Title of Internet resource: _____

Author(s)/Editor(s)/Compiler(s) of resource: _____

Date of publication/posting/update for resource: _____

Name of institution or organization responsible for the resource: _____

Date the resource was accessed: _____

URL (Internet address): _____

Number of pages: _____ Number of copies: _____

Designate the check-out period: _____ 2-hour library use only _____ 1 day reserve _____ 2 day reserve