



For Library Office Use Completed By:

Reserve Request Form

Today's Date \_\_\_\_\_

Semester \_\_\_\_\_

Materials placed in our Library Reserve Collection are on a semester-by-semester basis (Fall, Spring [Spring & Maymester], and Summer [I & II]). Please update or remove your material(s) prior to the end of each semester.

INSTRUCTOR: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

OFFICE LOCATION: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ (Separate Form for Each Course)

COURSE and SECTION #: \_\_\_\_\_ (Ex. English 1301 .007)

LOAN PERIOD: 2-hrs Library Use Only / 1-Day Checkout / 3-Day Checkout / 7-Day Checkout

For exceptions/specifications on reserve items, please contact the Library Circulation Desk at 486-3555 or email pac-Circulation@alamo.edu. Exceptions include extended loan periods for students, allowing students to take materials out of the library, etc.

Table with 6 columns: Material Type, Title/Author, # of Copies, and three Library Office Use Only columns (PC/Call #, BARCODE #, ISBN #). Includes a footer row with instructions: PLEASE ALLOW 2 WORKING DAYS TO PROCESS RESERVE MATERIALS. Theft detection measures are placed on all materials.

Please check box if materials may be checked out by other faculty.

NOTE: The library is not liable/responsible for materials not returned by library patrons.