**Library Staff:**
**Date: rcvd:_____ Init:____**
**Date: rtnd:_____ Init:____**

# Instruction sheet

## FOR PLACING MATERIAL ON RESERVE IN THE LIBRARY

Only the instructor placing the material on reserve has special privileges. Other instructors wishing to use reserve material will be treated as students and will not be allowed to remove room use material from the library unless the originating instructor provides specific written instructions to the contrary.

**Instructor**_____
**Course & Number** _____ **TBA ☐ Online ☐**
**Campus Phone (___)**_____ **Home phone (___)**_____
**Title of material** _____
**When reserving multiple items such as videos or exam reviews list them below.**

**Format:**
- **Photocopy ☐**
- **Book ☐**
- **Videotape ☐**
- **CD/DVD ☐**
- **File ☐**

**Ownership:**
- **College ☐**
- **Personal ☐**
- **Library ☐**

**Dates of reserve:**
**Starting** _____ **Ending** _____
**(NOT LATER THAN THE LAST DAY OF CURRENT SEMESTER)**

**Length of use:**
- **Room use only ☐**
- **Overnight ☐**
- **4 days ☐**

**Limit of time?** _____**hrs**

**Disposition of material:**
- **Instructor will pick up ☐**
- **Add to library collection after reserve ☐**
- **Return to instructor by campus mail ☐**

**FOR LIBRARY STAFF ONLY**

**Call #** _____

| **Copy info:** | **Title** | **Bar Code #** |
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