

Staff Use only

Copyright Clearance _____ Coverpages _____ Broadcast date _____ Date Requested: _____ Time Requested: _____ Received by: _____

Fullerton College Library – Reserve Request Form for Copied Items

Please Print

Instructor: _____ Dept: _____ Tel. # or Campus Ext. _____

Last Name

First Name

Course Number and Title: _____ (As shown in Class Schedule, i.e. ENGL 100 F College Writing)

- **Please note: It takes approximately 72 hours to process Reserve items. Please notify your students.**
- Loan periods are **2 hours, Overnight, 2 Days, or 1 week**. Please select a loan period for your materials.*
- In general, multiple copies are allowed if the library owns a copy of the original.**

Title of Copy	Loan Period*	# of Copies**	Removal Date	Library Owns Original? Y/N
Title of Copy:				
(For Staff--Barcode Number:)				
Title of Copy:				
(For Staff--Barcode Number:)				
Title of Copy:				
(For Staff--Barcode Number:)				
Title of Copy:				
(For Staff--Barcode Number:)				

Upon removal of items: Send back to me _____ Call me to pick up _____ Faculty Signature _____

Important: If an item is lost or not returned, do you want the student responsible to pay for the item? Yes _____ No _____ If yes, give the price. _____**Staff use only**

Date items loaded: _____ Date items processed & shelved: _____ Initials _____ Date items returned: _____