Staff Use only Date Requested:_____ Time Requested_____ Received by:_____

Fullerton College Library – Reserve Request Form **for**

Original Items (not copies) Note: *We can no longer accept textbooks indicating instructor, examination, or review copies.*

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.*

Personal Items: **Title**	**Author**	**Price**	**# of Copies**	***Loan Period**
Barcode Number:				
Barcode Number:				
DVD or Video:	CC_____ or Subtitled_____?			
Barcode Number:				
Library Items: **Title**	**Call Number**			
Barcode Number:				
Barcode Number:				

Upon removal of items: Send back to me_____ Call me to pick up_____ Donate to Friends of the Library_____ Donate to Library_____

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._____

Faculty Signature: _____ Date: _____

Staff use only

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