

**Staff Use only**

Copyright Clearance \_\_\_\_\_ Coverpages \_\_\_\_\_ Broadcast date \_\_\_\_\_ Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ Received by: \_\_\_\_\_

**Fullerton College Library – Reserve Request Form for Copied Items (Examples: Chapters from books, exams, etc.)**

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
<b>Title of Copy:</b>				
(For Staff--Barcode Number:)				
<b>Title of Copy:</b>				
(For Staff--Barcode Number:)				
<b>Title of Copy:</b>				
(For Staff--Barcode Number:)				
<b>Title of Copy:</b>				
(For Staff--Barcode Number:)				

Upon removal of items: Send back to me \_\_\_\_\_ Call me to pick up \_\_\_\_\_

**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. \_\_\_\_\_

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Date items loaded: \_\_\_\_\_ Date items processed & shelved: \_\_\_\_\_ Initials \_\_\_\_\_ Date items returned: \_\_\_\_\_