

Staff Use only Date Requested: \_\_\_\_\_ Time Requested \_\_\_\_\_ Received by: \_\_\_\_\_

Fullerton College Library – Reserve Request Form

for **Hard copy materials to be placed on Reserve (Examples: Textbooks, faculty-owned or library books)**

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:					
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. \_\_\_\_\_

**Staff use only**

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