

Library Reserve Request Form

(LMC Faculty)

To request that library materials be placed on Reserve on LRC2, please provide the required information below. Your request will be processed in the order in which it is received but may be delayed if information is incomplete. Due to the volume of requests, especially at the beginning of each semester, faculty are urged to place their requests for reserve materials at last one week prior to the date they are needed. For additional information on reserves, please refer to the Reserves Guidelines or the Copyright Compliance Guidelines.

Course Information:

Instructor's Name: _____ Today's Date: _____

Department: _____

Telephone: _____ E-mail Address: _____

Course Number: _____ **exactly as it appears in the schedule of classes*

Course Title: _____

Beginning Date of Course: _____ Ending Date: _____

(After this date, items will be removed from Reserve unless we are notified to do otherwise.)

Item Information:

Author: (Last name) _____ (First Name) _____

Title: _____

Publisher: (Name, Date, Edition) _____

Call Number: (if available) _____ Number of Copies: _____

Loan Period: 2 hours (Library Use Only) 3 hours overnight 1 day
 2 days 3 days 7 days (1 week)

Notes:

- This form only reserves library materials. It does NOT reserve equipment. Please contact Media Services (x3454) to ensure that equipment is available.
- Videos are not delivered. Faculty will need to pick up videos at the Media Services desk at their scheduled time.
- All materials must be used in compliance with U.S. Copyright guidelines.
- The processing of reserve materials will be done on a first-come, first-serve basis. Regular processing is between 5 and 7 working days. Rush processing is within 48 hours.

Updated Oct 4, 2006.