

RESERVE MATERIALS REQUEST FORM

PRINT RESERVES –or- **ELECTRONIC RESERVES** (circle one)

If using ELECTRONIC RESERVE, do you require a link for your Anlon course page? YES NO (circle one)

DATE: _____ for **FALL SPRING SUMMER** semester (circle one)

INSTRUCTOR'S NAME: _____

INSTRUCTOR'S EMAIL ADDRESS: _____
HCC or other

DEPARTMENT: _____ TELEPHONE: _____

COURSE TITLE: _____ COURSE NUMBER: _____

NUMBER OF BOOKS: _____ NUMBER OF ARTICLES* : _____
NUMBER OF COPIES EACH: _____

How do you want the material(s) to circulate?

- A) in library only B) overnight C) 3 days D) 1 week

Materials to be RESERVED (author and title, as students will request it)

Checkout length (circle one)

- | | |
|----------|---------|
| 1. _____ | A B C D |
| 2. _____ | A B C D |
| 3. _____ | A B C D |
| 4. _____ | A B C D |
| 5. _____ | A B C D |

HCC Library periodicals and reference materials may not be placed on reserve. We cannot put items from other libraries on reserve. The HCC Library is not responsible for the loss, theft or damage of reserve materials owned by instructors. Instructors are responsible for picking up their personal books and articles at the end of each semester.

FORM ACCEPTED BY: _____

* for articles BE SURE to fill out the COPYRIGHT COMPLIANCE CERTIFICATION form and attach it to this form.