

# Mesa Community College Libraries

## Reserve Materials Form

Name of department contact \_\_\_\_\_

email \_\_\_\_\_

Phone number \_\_\_\_\_

Instructor's name \_\_\_\_\_

MEID \_\_\_\_\_

Additional instructor \_\_\_\_\_

MEID \_\_\_\_\_

Department \_\_\_\_\_

Subject \_\_\_\_\_

One form may be used for multiple reserve items if they have the same reserve dates and check out periods.

Title \_\_\_\_\_ Replacement price \* \$ \_\_\_\_\_

Course number(s) ex MAT150 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Title \_\_\_\_\_ \$ \_\_\_\_\_

Course number(s) ex MAT150 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Title \_\_\_\_\_ \$ \_\_\_\_\_

Course number(s) ex MAT150 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\*Instructor Review copy, Preview copy, or Examination copy cannot be placed on reserve

Items will be placed on Reserve within 48 business hours.

Please note: Each item will be processed, including the application of permanent stickers, for student use.

Check out period:

☐ 1 hour   ☐ 2 hours   ☐ 3 hours   ☐ 4 hours   ☐ 1 day   ☐ 2 days   ☐ 3 days   ☐ 1 week

Format:

☐ Book   ☐ Video or DVD   ☐ CD   ☐ Software   ☐ Hardware

Is this a photocopy?   ☐ Yes   ☐ No   (Completed copyright form required with submission of *each* photocopy)

**Please print completed form and deliver with reserve item(s) to the library Circulation desk.**

Gray boxes for Access Services use only. Access Services, please write item ID barcode(s)

Reserve(s) entered by:

Checked by: