

Reserve Request Form

(Please have all items with this form completed and Return it to the Circulation Desk in the Library. For More Information, please call the circulation desk at EX. 1355.)

Today's Date: _____

Name: _____

Phone Number: _____

College Status (Check One):

Full-time Faculty Adjunct Faculty

Cont. Education Staff Admin

Other (Please Specify) _____

* Information on Library Reserves Procedure is located on the back of this Form*

Items to put on Reserve

Course Code: _____

Personal Item Library's Item

Material Type:

Book Article

DVD/Video

Checkout Period:

(Library's audiovisual materials have a checkout period for **3 hours only!**)

1 Hour 3 Hour

1 Day 3 Day

1 Week 3 Week

Library Use Only? Yes No

Reserve Period:

Fall 20____ Remove Date _____

Winter 20____ Remove Date _____

Summer 20____ Remove Date _____

2 YEAR RESERVES

(For Further information on 2 Year Reserves please refer to the Library Reserves Procedures #4 on the back of this form)

Reserve Request Form

(Please have all items with this form completed and Return it to the Circulation Desk in the Library. For More Information, please call the circulation desk at EX. 1355.)

Today's Date: _____

Name: _____

Phone Number: _____

College Status (Check One):

Full-time Faculty Adjunct Faculty

Cont. Education Staff Admin

Other (Please Specify) _____

* Information on Library Reserves Procedure is located on the back of this Form*

Items to put on Reserve

Course Code: _____

Personal Item Library's Item

Material Type:

Book Article

DVD/Video

Checkout Period:

(Library's audiovisual materials have a checkout period for **3 hours only!**)

1 Hour 3 Hour

1 Day 3 Day

1 Week 3 Week

Library Use Only? Yes No

Reserve Period:

Fall 20____ Remove Date _____

Winter 20____ Remove Date _____

Summer 20____ Remove Date _____

2 YEAR RESERVES

(For Further information on 2 Year Reserves please refer to the Library Reserves Procedures #4 on the back of this form)

Reserve Request Form

LIBRARY RESERVES PROCEDUES

1. New Items to be placed on Library Reserves may not be processed on the same day; please allow at least 2 days for your request to be processed.
2. Items to be placed on Library Reserves must be provided with this completed form. For the Library's own materials please pull from the stacks beforehand, no Reference Materials may be placed on Library Reserves. Ask circulation staff for assistance with audiovisual materials.
3. We are unable to reserve any items from other libraries.
4. If a Library Reserves item(s) has not checked out by students, staff or faculty for 2 years (6 semesters) the Library has the right to removed that/those item(s) from the Library Reserves. Those item(s) will then be returned to either the library's collection or owning faculty.
5. The Library collects and retains data on how much an item is being used on Library Reserves during any given semester/fiscal year, if you wish to obtain this information please contact Theresa Spiteri at tspiteri1628@marygrove.edu.

Reserve Request Form

LIBRARY RESERVES PROCEDUES

1. New Items to be placed on Library Reserves may not be processed on the same day; please allow at least 2 days for your request to be processed.
2. Items to be placed on Library Reserves must be provided with this completed form. For the Library's own materials please pull from the stacks beforehand, no Reference Materials may be placed on Library Reserves. Ask circulation staff for assistance with audiovisual materials.
3. We are unable to reserve any items from other libraries.
4. If a Library Reserves item(s) has not checked out by students, staff or faculty for 2 years (6 semesters) the Library has the right to removed that/those item(s) from the Library Reserves. Those item(s) will then be returned to either the library's collection or owning faculty.
5. The Library collects and retains data on how much an item is being used on Library Reserves during any given semester/fiscal year, if you wish to obtain this information please contact Theresa Spiteri at tspiteri1628@marygrove.edu.