

SJCC LIBRARY

RESERVE REQUEST

Semester _____ Today's Date _____

Instructor _____ Email _____

Course No. & Title _____
No Abbreviations, please.

Author _____

Title _____

Call No. _____
A separate sheet is required for each differently titled item/publication.

Number of Copies _____ Book _____ Pamphlet _____ Video _____ Dvd _____ Audio _____

Date on Reserve _____

Date off Reserve _____

Loan Periods:

_____ 1 hour (no overnight checkout) _____ 1 hour (*overnight checkout allowed)
_____ 2 hours (no overnight checkout) _____ 2 hours (*overnight checkout allowed)
_____ 24 hours (due the following day at exact hour it was checked out the previous day.)
_____ 1 week (due by closing time of the 7th day)

***Overnight materials can be checked out during the last hour before the library closes and must be returned during the first hour the library is open.**

Please note: allowing overnight checkout may increase the possibility of damage to item, or its non-return.

Materials owned by the library are not available for overnight checkout.

Date taken off reserve by Library Staff _____ initials _____

Please allow 24 hours for materials to be made available to your students.

After one year, reserve items which have been used infrequently will be removed from the reserve collection and placed in the regular circulating collection. For materials belonging to instructors, infrequently used items will be returned to instructors.

Disclaimer: The library is not responsible for theft of or damage to instructors' materials.

The SJCC Library – It Serves You Right