Hartnell College Library Course Reserve Form

INSTRUCTOR: ____________________________________ EMAIL ADDRESS: ___________________________________

DATE & TIME received: ____________________________ Staff Initials: __________ PHONE: __________________________

<table>
<thead>
<tr>
<th>Discipline/Course Number Barcode</th>
<th>Author</th>
<th>Title (including edition if needed)</th>
<th>Loan Period</th>
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Please select a loan period (check only one box):

Hourly
- □ 2 hours, No Overnight
- □ 2 hours, Overnight After ___ P.M.
- □ 4 hours, No Overnight
- □ 4 hours, Overnight After ___ P.M.

Daily
- □ 1 Day
- □ 3 Days
- □ 1 Week
- □ Other (please see Circulation Staff)

□ LIBRARY USE ONLY (Item cannot leave library building)

TO HELP SERVE YOU AND YOUR STUDENTS BETTER, PLEASE:

1. **Allow 48 weekday hours before assigning materials to student.**
2. Place on Reserve only titles in which required assignments will be made
3. Instruct students to ask for Reserve Materials by the correct title and course/course number at the circulation desk.
4. Materials processed for Course Reserve will have labels, barcodes, and date due slips attached to them. The Library will follow normal security precautions, but can assume no responsibility for the loss or damage of personal copies.