**JOHN WOOD COMMUNITY COLLEGE LIBRARY**

RESERVE REQUEST FORM

The library encourages Faculty members to place books, journal articles and other items on reserve for students' limited access. Reserve items should be directly related to specific course assignments. Items placed on reserve may be from the library’s collection or instructors' personal copies.

The Library cannot accept responsibility for items lost or stolen while on Reserve. For security purposes, reserve materials can be tagged with a "magnetic security sticker." Security stickers are permanent. Faculty members willing to have their personal copies security tagged can indicate this on the form below. Despite various safeguards against theft it is impossible to guarantee that items will never be stolen.

Copyright restrictions permit the library to place only ONE PHOTOCOPY of any item on reserve for each instructor. Photocopied articles will be removed at the end of each semester. If you wish an article to be placed on reserve again after the current semester, another reserve request form must be submitted.

Materials placed on reserve are meant to be used only in the semester the course is offered. Instructors will be notified at the end of each semester and asked if the items need to remain on reserve for the next semester. We appreciate your cooperation since we try to keep these materials current.

To place materials on reserve, please fill in the information below and on the back of this form as completely as possible.

(Please fill in a form for each course.) Return this form, along with the materials to be put on reserve, to Erin Ealy, B112. Ext. 4564.

**Date of Request**:   **Instructor's Name**: **Department:**

**Course Name: Course Number**: **Semester** (circle one): Spring Summer Fall Intersession

**Place on Reserve (Date):** Month Day Year **Remove from Reserve (Date):** Month Day Year

**Instructor’s copy?** (circle one): Yes No **Security tag placed in item if it belongs to instructor?** (circle one): Yes No

**Item Type** (circle one): Book VHS DVD CD Photocopy Other

**Circulation statistics supplied at end of semester for reserve/s?** (circle one): Yes No

**Loan Period** (circle one): In Library Use Only Overnight 3 days One Week

**SEE BACK OF FORM**

LRC Shared/Master/Circulation/Reserves 11/9/2011. Revised 10/2/2013

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| Title | Author | Page numbers  (if photocopy) | Call number  (if JWCC item) |
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**Please list all materials for reserve—fill in information as completely as possible.**