

## Ohlone College Library – Print Reserve Materials Form

Bring this form with the items you wish to place on reserve to the Circulation Desk. This list must be submitted with complete and clear information. **Please allow at least 3 business days (5 business days at the beginning of the semester) preparation time before sending students for your reserve items.** If you have any questions, please contact the library technician at x6160.

Date: \_\_\_ / \_\_\_ / \_\_\_

Instructor: \_\_\_\_\_ Office Extension: \_\_\_\_\_

Department and Course Number: \_\_\_\_\_

Semester:    Fall    Spring    Summer

Loan Period:    2 hour loan    1 day loan    3 day loan    7 day loan    4 week loan    Semester loan

Duration:    Permanent    Temporary

Would you like the materials returned to you at the end of the semester?    Yes    No

Special instructions or other information:

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Library Use Only

Received: \_\_\_/\_\_\_/\_\_\_

Completed: \_\_\_/\_\_\_/\_\_\_

Removed: \_\_\_/\_\_\_/\_\_\_

Title	Author	Loan Period	Copies	Material type (Book, DVD, VHS, etc.)	Call # (Library use)	Barcode (Library use)