Ohlone College Library – 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 x6095.

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:

_____

_____

Library Use Only
Received: ___/___/___
Completed: ___/___/___
Removed: ___/___/___

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