Reserve Request Form

Today’s Date__________________  Semester __________

Materials placed in our Library Reserve Collection are on a semester-by-semester basis (Fall, Spring [Spring & Maymester], and Summer [I & II]). Please update or remove your material(s) prior to the end of each semester.

INSTRUCTOR: ______________________________  PHONE #: ______________________

EMAIL ADDRESS: ______________________________  OFFICE LOCATION: __________

COURSE TITLE: ______________________________  COURSE and SECTION #: __________

(Separate Form for Each Course)  (Ex. English 1301 .007)

LOAN PERIOD: 2-hrs Library Use Only / 1-Day Checkout / 3-Day Checkout / 7-Day Checkout

For exceptions/specifications on reserve items, please contact the Library Circulation Desk at 486-3555 or email pac-Circulation@alamo.edu. Exceptions include extended loan periods for students, allowing students to take materials out of the library, etc.

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Title/Author (Note publication title if journal article)</th>
<th># of Copies</th>
<th>Library Office Use Only</th>
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PLEASE ALLOW 2 WORKING DAYS TO PROCESS RESERVE MATERIALS

Theft detection measures are placed on all materials.

☐ Please check box if materials may be checked out by other faculty.

NOTE: The library is not liable/responsible for materials not returned by library patrons.

Library | 1400 W. Villaret Blvd. | San Antonio, TX 78224-2499 | (210) 486-3555 | http://library.alamo.edu/search/r