

Reserve Guidelines:

- Please use separate forms for each item placed on reserve
- To assure availability in a timely fashion, bring your material and completed request form to the Library circulation desk early. Items are processed in the order received. Request submitted during the first weeks of class may be delayed due to the large volume of reserve processing at the beginning of each semester. Allow a minimum of 3 days to process your items
- The Library is not responsible for the loss or damage of any materials that have been placed on reserve
- Materials borrowed from other libraries may not be placed on reserve
- Please remind your students they will need to obtain an AVC Photo ID card and must be enrolled in the current semester before they can check out reserve materials. Photo ID cards can be obtained in the Student Services Building. Faculty members are encouraged to also obtain photo ID cards, as it validates their status to the library staff.
- If you have any questions please contact Marilyn Grant, Library Technician at extension 6217

[Please Print Legibly]

Instructor Name: _____ Date _____

Dept: _____ Course (name & number) _____

Email: _____ Phone Extension _____

Campus (circle one) Lancaster Palmdale

Title of Book or Materials: (For Reading assignments, Exam Keys, etc. please use the exact title you will use in class):

Circulation Period (circle one) 1 hour 2 hour 24 hours 48 hours 3 days (most are 1 hr)

Security Strip: yes no Barcode yes no (for personal items)

Once removed from reserve: Will pick up _____ Donate to Library _____

LIBRARY USE ONLY

Materials received by/date _____