

Reserve Request Form

ALEX D. CHISHOLM LIBRARY, GOGEBIC COMMUNITY COLLEGE

Guidelines for placing materials on reserve:

- Include a call number for library materials
- Complete a separate request form for each course

Please complete all the information below to allow for timely processing of your request. Processing can take up to 5 working days. Please allow sufficient lead time for your request to be processed.

Please print clearly.

Today's date: _____ Semester: _____

Course #: _____ Course name: _____

Instructor name: _____

I understand that I am responsible for obtaining copyright permission as necessary. I further understand that my reserve request may be delayed or denied if I neglect to obtain permission. If the material to be placed on reserve is not an original document owned by you or the library, and you are not the copyright holder, you must obtain permission from the copyright holder. Please attach the appropriate documentation, including letter of request and letter of permission.

I understand that neither the college nor the library is responsible for personal items placed on reserve.

Signature: _____ Date: _____

Call Number	Author	Title	2 hour	overnight	1 week

Please bring the requested items and this completed form to Kathi.

Library Use Only:

Date processed: _____ Processed by: _____ Non-lib. items: _____ Copies: _____ Lib. items: _____

Total: _____