



# Library Reserves

Please print and bring a copy of this form with the textbook or item to the Circulation Desk.  
More information at [Print Reserves Policies](#).

[<https://arc.losrios.edu/student-resources/library/library-services-for-faculty-and-staff/course-reserves>]

**Allow five working days to process materials. Thank you.**

Instructor \_\_\_\_\_ Dept. \_\_\_\_\_  
*Last Name First Name*

Email \_\_\_\_\_ Phone \_\_\_\_\_

Course No. & Name \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_ *Latest Edition only (per lib. policy)* \_\_\_\_\_

Note: If you want library material to be moved to Reserves for your class, enter its call number here:  
(possible only for ARC holdings, not SCC, CRC, etc.) \_\_\_\_\_

### Length of Checkout:

- 2 hour:
- 1 day:
- 3 day:
- 1 week:
- 1 semester:

***FYI - Library policies***  
**Duration of Time on Reserves**

**Textbooks** placed on reserve stay on reserves until not in use by any ARC instructor. Personal copies are returned after that time, if you want them returned.

**Supplemental materials**  
 If not used or rarely used by students during a semester, supplements will be returned to you, due to space limitations.

When the reserve placement is over (*note policy on right*):

Return my personal copy:  yes  no

Or consider it a permanent library donation:  yes  no

*Comment: (optional)*

*The library is not responsible for lost, stolen, or unreturned items. I recognize ARC Library policy on reserves, and U.S. Copyright Law, in regard to these materials.*

\_\_\_\_\_  
*Instructor's signature*

\_\_\_\_\_  
*Date*