



# Library Reserves

Please complete this form and bring it with your reserve materials to the Circulation Desk.

## Important Reserves Information

- Allow five working days for materials to be processed and ready for students to borrow.
- Items on reserve will stay on reserve until they are no longer being used for any course.
- The Library is not responsible for lost, stolen, or unreturned items.
- Please visit [ARC Library's Course Reserves](#) page for more information.

Instructor \_\_\_\_\_ Dept. \_\_\_\_\_

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

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

Title \_\_\_\_\_

Author \_\_\_\_\_ Latest Edition *only* \_\_\_\_\_

If you want ARC Library material to be moved to Reserves for your class, enter the call number here:

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### Length of Checkout (All Reserve materials can leave the library building).

- 2 hours
- 1 day
- 3 days
- 1 week
- 1 semester

### When the reserve placement is over, please:

- Contact me so I can pick up my item(s).
- Donate my item(s) to the ARC Library.

I recognize [ARC Library's Print Reserves Policies](#), and [U.S. Copyright Law](#), in regard to these materials.

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Instructor's signature

Date