

SOUTHWESTERN COLLEGE LIBRARY
Course Reserve Request Form

(PLEASE NOTE: IT CAN TAKE UP TO 48 HOURS FOR PROCESSING)

Faculty: The Course Reserve Collection consists of learning materials put on short-term loan by instructors for use by their students. To place a book, article or media in this collection, please print a copy of this form or pick up a copy from the Reserves desk. Fill one out for each requested title and return it to the library's reserve counter. One request form per item unless they are the same title.

Main Campus____ Otay Mesa____ National City____ San Ysidro____

***Required Fields**

*REQUESTOR NAME: _____

*CAMPUS OR HOME PHONE NUMBER: _____

*CAMPUS OR HOME E-MAIL ADDRESS: _____

*SCHOOL OR DEPARTMENT: _____

*COURSE NAME & NUMBER: _____

*MATERIAL TYPE (check one)

_____BOOK

TITLE: _____

BOOK COST: _____

_____PERIODICAL

ARTICLE TITLE: _____

PERIODICAL TITLE: _____

DATE: _____ VOL.#: _____

PAGE NUMBER (S): _____

_____OTHER (Please Specify): _____

CIRCULATING STATUS (Circle one): 2HOURS 1DAY 3DAYS 7DAYS

COURSE MATERIALS BELONG TO?: YOU____ DEPARTMENT____SWC LIBRARY____

DATE YOU WANT TO BEGIN COURSE RESERVE: _____

ITEMS WILL BE REMOVED AT END OF SEMESTER AND SENT BACK TO YOUR DEPARTMENT.

I certify that the material(s) I am putting on Course Reserve do not infringe current U.S. Copyright law. I also understand that any material placed on Course Reserve are subject to routine processing which ensures their security, and I acknowledge that the Library or any of its employees is not responsible for the loss or damage of non-Library materials.

SIGNATURE: _____ DATE OF REQUEST: _____

OFFICE USE ONLY

Reserve Number _____

Tech Services Yes _____ No _____

Barcode Number _____

Call Number _____

Strip: Yes _____ No _____

Date Added: _____

Date Removed _____

Rev.10/2015