

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 item in the reserve collection, please print a copy of this form or pick up a copy from the Reserve desk. Complete one reserve form for every reserve item. Bring your reserve item(s) and this form 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 & SECTION NUMBER:**

***MATERIAL TYPE (check one)**

BOOK

TITLE:

BOOK COST:

PERIODICAL

ARTICLE TITLE:

PERIODICAL TITLE:

DATE: VOL.#:

PAGE NUMBER (S):

_OTHER (Please Specify):

CIRCULATING STATUS:

(Check 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

Call Number _____

Reserve Number _____
Tech Services Yes _____ **No** _____
Barcode Number _____

Strip: Yes _____ **No** _____
Date Added: _____
Date Removed _____

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