

# Mesa Community College Library

## Reserve Materials Form

Name  MEID

Phone Number

email

Department

Course number

**TEN ITEMS** per Instructor limit for the Reserve Area due to space constrictions.

**Titles of materials:**

One form may be used for multiple reserve items if they have the same reserve dates and check out periods.

On Reserve

Off Reserve

Check out period:  1 Hour     2 Hours     3 Hours     4 Hours  
 1 Day     2 Days     3 Days     1 Week

Format:  Print     Book     Video or DVD  
 CD     Software     Hardware

Is this a Photocopy?

Have you filled out the Copyright disclosure form?

Current Date

Signed By \_\_\_\_\_