

Mesa Community College Libraries

Reserve Materials Form

Name of department contact _____

email _____

Phone number _____

Instructor's name _____

MEID _____

Additional instructor _____

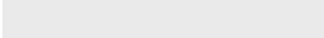
MEID _____

Department _____

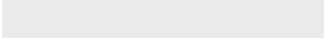
Subject _____

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

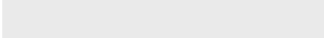
Title _____ Replacement price * \$ _____

Course number(s) ex MAT150 _____, _____, _____, _____ 

Title _____ \$ _____

Course number(s) ex MAT150 _____, _____, _____, _____ 

Title _____ \$ _____

Course number(s) ex MAT150 _____, _____, _____, _____ 

*Indicate N/A for Instructor Review copy, Preview copy, or Examination copy

Items will be placed on Reserve within 48 business hours.

Please note: Each item will be processed, including the application of permanent stickers, for student use.

Check out period:

1 hour 2 hours 3 hours 4 hours 1 day 2 days 3 days 1 week

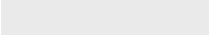
Format:

Book Video or DVD CD Software Hardware

Is this a photocopy? Yes No (Completed copyright form required with submission of *each* photocopy)

Please print completed form and deliver with reserve item(s) to the library Circulation desk.

Gray boxes for Access Services use only. Access Services, please write item ID barcode(s)

Reserve(s) entered by:  Checked by: 