

SJDC Libraries Instructors' Request to Place Material on Reserve

Detailed instructions:

Complete one intake form for each title to be placed on Reserve. One form is needed per item unless more than one copy of the item will be placed on Reserve for the same class with the same loan period. Bring the material and the completed form to the library Circulation Desk. Reserve material takes a minimum of 72 hours (M-F) processing time. Please expect 4-day minimum processing time during busy times at the beginning of each semester. If the instructor expects to use the material each semester or each year, then we prefer to have the material remain on indefinite reserve. Indefinite reserve material will be reviewed every two years. Kindly allow 24 hours for library to process requests to remove reserve materials.

Instructor's Name: _____

If you wish, list names of other instructors who are also using this material:

Library Card number: _____

Department: _____

Campus phone: _____

Off Campus phone (REQUIRED for Part-time instructors): _____

E-mail Address: _____ @deltacollege.edu

Course Dept & Number (e.g. ENG 001A): _____

Title of Material on your Syllabus: _____

Check one: ____ Personal copy OR ____ Library-owned copy **Number of copies submitted for:**

Goleman # copies :

South Campus at Mtn House # copies:

(Note: All items 20 or more pages must be BOUND. Binding is the responsibility of the Instructor. The Library strongly prefers "Unbind" for its strength and durability.)

Choose a Reserve Material Loan Period

(NOTE: If you are submitting more than one copy of a single title, you may designate different loan periods for each copy.):

_____ One hour/In-Library Use Only*

_____ Two day Loan

*Recommended

_____ One week Loan

_____ Overnight Loan

Keep material on Reserve Indefinitely

_____ Yes _____ No, remove materials on _____

(Personal copies" will be sent back to Instructors when removed from Reserve Room.)

OFFICE STAFF ONLY Staff Initials: _____ Date: _____