

PALOMAR COLLEGE LIBRARY INSTRUCTOR RESERVE REQUEST

INSTRUCTOR NAME _____ **PHONE EXT:** _____

DEPT: _____ **EMAIL ADDRESS:** _____

PLACE MATERIALS ON RESERVE AS INDICATED:

Library Use Only (LUO) **Overnight (1 day)** **3 days** **1 week**

KEEP INDEFINITELY _____ **-OR- REMOVE BY:(date)** _____

SPECIAL INSTRUCTIONS: _____

- I hereby assume full responsibility for infringement of Copyright (Copyright Law of 1976, Public Law 94-553, Section 107), which may pertain. Information about Copyright may be found at: <http://www.palomar.edu/copyright.htm>.
- The Library will be processing the materials to make them compatible with the Library's security and circulation system, but nonetheless, the Library assumes no responsibility for loss or damage of any materials placed on Instructor Reserve.
- **This material may not be available for 48 hours due to required processing time.**
- **All media materials accompanying books will have the same circulation rule.**

Signature _____ **Date** _____

| Call Number OR Personal Copy (write PC) | Author(s) | Title | Circle item type | Course Number as shown in schedule (Example: BUS100) | BARCODE # (Example: 3114000) |
|--|-----------|-------|---|--|------------------------------------|
| | | | Book Disc Copies DVD/VHS Other: _____ | | |
| | | | Book Disc Copies DVD/VHS Other: _____ | | |
| | | | Book Disc Copies DVD/VHS Other: _____ | | |
| | | | Book Disc Copies DVD/VHS Other: _____ | | |

Staff Initials _____ Date Received: _____