

# PALOMAR COLLEGE LIBRARY INSTRUCTOR RESERVE REQUEST

**INSTRUCTOR NAME** \_\_\_\_\_ **PHONE EXT:** \_\_\_\_\_

**DEPT:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**PLACE MATERIALS ON RESERVE AS INDICATED:**

☐ **2 Hours** (*In Library Use Only*)    ☐ **Overnight** (*1 day*)    ☐ **3 days**    ☐ **1 week**    ☐ **Semester**

**REMOVE BY THE END OF: (Indicate semester)**

**FALL** \_\_\_\_\_ **SPRING** \_\_\_\_\_ **SUMMER** \_\_\_\_\_    **Donate to the Library** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

- I hereby assume full responsibility for infringement of Copyright (Copyright Law of 1976, Public Law 94-553, Section 107), which may pertain, and absolve Palomar College Library or any of its employees from such responsibility.
- 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 72 hours due to required processing time.
- All media materials accompanying books will have the same circulation rule.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Call Number or Personal Copy	Author	Title	Course Number	# of Copies	OCLC # (Staff Only)

Staff Initials \_\_\_\_\_