

PALOMAR COLLEGE LIBRARY INSTRUCTOR RESERVE REQUEST

INSTRUCTOR NAME _____ **PHONE EXT:** _____

DEPT: _____ **EMAIL ADDRESS:** _____

PLACE MATERIALS ON RESERVE AS INDICATED:

() 2 Hours (Library Use Only) () Overnight (1 day) () 3 Days () 1 Week

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 # <i>(Staff Only)</i> |
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Staff Initials _____