

CRAFTON HILLS COLLEGE LIBRARY RESERVE REQUEST

- **Please remember that library reserves are items that do not leave the library.**
- To assure availability of items in a timely fashion, bring your materials in with a completed request form early. Items will be processed in the order received.
- Be aware that requests submitted during the first weeks of class may be delayed due to the large volume of reserve processing at the beginning of each semester.
- Please allow the library a minimum of 7 days for processing of reserve materials.
- Due to space limitations the library reserves the right to limit the number of copies placed on reserve for a given class.
- **Please remind your students that they will need to obtain a CHC Student ID card before they can check out reserve materials.**

Today's Date: _____

Instructor's Name: _____

Email: _____ Phone: _____

Course Name and Number: _____

Title of Material: _____

Author: _____

Circulation Period: 1 hr 2 hr
(circle one)

- Instructors will be reminded by email prior to the end of the semester that their reserve materials may be picked up. If instructors wish to have their items remain on reserve, they may respond to the reminder email to indicate such.
- If we receive no instructor response regarding reserve materials, we will return them via intercampus mail to faculty offices or mailboxes.

Library Use Only Date received / Initials _____