



RESERVE REQUEST FORM RIO HONDO COLLEGE LIBRARY

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Date submitted _____

Instructor's name _____ Extension _____

Course# (i.e. AJ 101) _____

Remove item from reserve on (date) _____ or _____ check if indefinite

Removal instructions: Please check one:

I will return to pick up reserve items personally

Please return items to me via campus mail

Donate to Library

Please notify your students that it takes approximately 24 hours to process items for the reserve collection.

LIBRARY STAFF USE ONLY

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