



**REQUEST TO PLACE  
COURSE MATERIAL IN RESERVE**

*Please make sure you have already read the Reserve Collection Fact Sheet in the library web site's Services for Faculty section.*  
[http://library.riohondo.edu/Reserve/Reserve\\_Collection\\_Fact\\_Sheet\\_for%20Instructor.pdf](http://library.riohondo.edu/Reserve/Reserve_Collection_Fact_Sheet_for%20Instructor.pdf)

*All reserve material, whether owned by faculty or the library, is subject to the Fair Use Provisions of Title 17 Section 107 of U.S. Copyright Law.*

THE CIRCULATION DESK WILL NOT ACCEPT DUPLICATE OR "BURNED" COPIES OF ORIGINAL, COPYRIGHTED MATERIAL.

Instructor's name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Course# (e.g., AJ 101): \_\_\_\_\_ Telephone No. or Ext.: \_\_\_\_\_

Your Removal Instructions for Library Staff:

1.  Remove material from reserve on (date): \_\_\_\_\_ . **OR**  
 Keep item in reserve indefinitely.
2. When item is removed from reserve:
  - I will return to pick up reserve items personally.
  - Please return material to me via campus mail.
  - Donate to the library.

After completing this form, bring or send it with your course material to the circulation desk. Please send your material in early: processing for the reserve collection may take **up to two (2) days**.

**LIBRARY STAFF USE ONLY**

Title/Author	Ed#	#copies	Loan Period	AIE