

PALO ALTO COLLEGE
LEARNING RESOURCES CENTER
RESERVE REQUEST FORM

DATE _____ KEEP ON RESERVE UNTIL _____

INSTRUCTOR: _____ PHONE #: _____
 EMAIL ADDRESS: _____ CAMPUS: PAC or TAMUK

COURSE & COURSE # _____ COURSE NAME _____

Please allow TWO working days to process Reserve materials.

COMPLETE A SEPARATE FORM FOR EACH COURSE.

Provide the Information Requested Below.

<i>Material</i>	<i>LC Call # or Personal Copy</i>	<i>BARCODE # 36171...</i>	<i>AUTHOR / TITLE OF MATERIAL (journal, volume, pages, and pub. if necessary)</i>	<i># of Copies</i>
BK, Folder VHS, CD				
BK, Folder VHS, CD				
BK, Folder VHS, CD				
BK, Folder VHS, CD				
BK, Folder VHS, CD				

LOAN PERIOD: *IN LIBRARY USE (1 hr or 2 hrs) / OVERNIGHT / 3-DAYS / 7-DAYS*

The LRC reserves will use theft detection measures on personal copies unless the instructor specifies otherwise. Paper copy reserve materials will be recycled unless otherwise stated by instructor, books and other materials will be sent to the instructor's office once expired from reserve.