




F O L S O M L A K E C O L L E G E  
**Library Reserve Request**



**Tip:** You can make it easier for students to retrieve reserve items by listing the item's call number on your syllabi.

Reserve materials are supplementary resources instructors can make available to their students. These materials are kept behind the Circulation Counter and students need to request them by the item's library call number. Please review the *Guidelines for Placing Materials on Reserve* on the reverse before completing the form below. Please allow three days for processing reserves when adding and removing items. We recommend submitting reserve items two weeks prior to the start of a semester to assure the items will be available to students on the first day of instruction.

<b>Instructor</b>		<b>Phone</b>	
<b>Course Name / Number</b>		<b>E-Mail</b>	

**Type of Reserve:**

- Print** – Items such as books, journal articles, or multimedia. Items can circulate two hours to one week.
- Electronic (e-Reserve)** – Items such as articles, a book chapter, study guides/exams written by the instructor. Items will be available online via the library catalog.
- Both** – Items that qualify for e-Reserves can be placed concurrently on print and e-Reserve to allow for greater access to students.

RESERVE ITEM INFORMATION					
Title/Citation					
Author					
Year/Edition					
Length of Checkout <small>(for Print Reserve)</small>	<input type="checkbox"/> 2 hours	<input type="checkbox"/> 1 day	<input type="checkbox"/> 3 days	<input type="checkbox"/> 1 week	
<b>LIBRARY USE ONLY</b>	Date Processed			ISBN	
Copyright Cleared	Call Number			Barcode	

- Retention Period with Year (select one):**
- End of Fall 20\_\_\_\_
  - End of Spring 20\_\_\_\_
  - End of Summer 20\_\_\_\_
  - Retain until further notice
  - Retain until \_\_\_\_\_  
(Specific date)

- When Retention Period is over the item will be:**
- Sent to instructor's mailbox
  - Picked up by instructor\*
  - Donated to collection
  - Other \_\_\_\_\_
- \*Must give a 3 day notice

***I have read, understand, and will follow the Folsom Lake College Library Reserves policies and copyright guidelines. I assume the responsibility of compliance with copyright laws for any materials placed on reserve on my behalf.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

[Please click here to view the Reserve Guidelines and Policies](#)



Forms may be brought to the Circulation Counter, sent through campus mail, or emailed to Kevin Webb at [webbk@flc.losrios.edu](mailto:webbk@flc.losrios.edu). Please allow 3 working days for the processing to be completed.